



Minutes of the Governing Body of Great Chart Primary School
Held at the school on 8th October 2025
Time 5.00pm

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

Agenda Item		Action Whom/by When
	PROCEDURAL	
1.	Meeting opened & Welcome Meeting opened at 5pm.	
2.	Apologies for absence Mr P Mutabaruka didn't send apologies.	
3.	Declarations of business interests Governors had no business interests to declare against the agenda items. Governors were advised to update their annual business interest declaration on Governorhub.	All Governors
4.	Quorum Meeting quorate with 8 governors present.	

5.	<p>Constitutional Items/ Governing Membership</p> <p>Election of Chair One self-nomination was received from Mrs S Windle. Therefore, she was duly elected as Chair for the period of 3 years. The term of office starts immediately and ends in October 2028 on the date of the first meeting of the academic year 2028/29.</p> <p>Election of Vice Chair One self-nomination was received from Mrs B Walsh. Therefore, she was duly elected as Vice Chair for the period of 3 years. The term of office starts immediately and ends in October 2028 on the date of the first meeting of the academic year 2028/29.</p> <p>The Terms of Reference were discussed and Governors were clear about these. There were several updates which were discussed and highlighted. Following the election Chair, Vice Chair and changes within the governing body following updates to the panel members and responsibilities were agreed: HT PM Group – Mr Mutabaruka (Chair), Mrs Windle, Miss J Keen Pay Panel – Mr Parish (Chair), Mrs Walsh, Mr M Hughes</p> <p>The governors' responsibilities were agreed as follows:</p> <p>Statutory roles: Safeguarding (including Child Protection) – Mr A Parish SEND - Miss J Keen</p> <p>LA required roles: Health and safety - Mr M Hughes Finance governor - Mr A Parish</p> <p>Non Statutory/best practice: Training and development governor - Miss J Keen Pupil premium/recovery/other targeted funding - Miss J Keen Whole school wellbeing - Mrs B Walsh Early Years – Mrs B Matovu-Fontaine Attendance – Mrs B Walsh Cyber Security – Mr A Parish Sustainability – Mrs S Windle</p> <p>School priorities monitoring roles: Writing - Miss J Keen Mathematics - Mr P Mutabaruka Curriculum - Mrs S Windle Empowerment Approach – Mrs B Walsh, Mr M Hughes EYFS – Mrs B Matovu-Fontaine</p> <p>Mrs Page, Governance Professional will take minutes for all governing body meetings, including all panels and group meetings. The updated Terms of Reference are filed with these minutes. Proposal: The Governors to agree Governing Body Structure based on Circle Model and to approve the Terms of Reference for Governing Body, committees and arrangements for minutes. Proposer: Mrs Windle Seconded: Mrs Walsh The proposal with the above changes was unanimously agreed by the Full Governing Body.</p> <p>Governor's Code of Conduct was agreed as part of the terms of reference, changes were highlighted. Governors signed (electronically) the code of conduct for 25/26.</p> <p>Terms of office coming to an end within the next 6 months – none.</p> <p>Annual Governance Statement has been finalised and will be added to the school's website.</p> <p>Co-opted governor applications Five applications were received for the co-opted governor vacancies. Informal interviews were conducted by the Headteacher and CVs submitted for the board to consider. Governors have discussed these applications and felt that finance and safeguarding background are the roles they'd need to fill. Also they discussed the fact that all these applications were from existing parents and therefore they wouldn't be able to fill all the vacancies with parents due to potential conflict of interest. Therefore they decided two vacancies will be filled. Proposal was to appoint Mr King and Ms Steward as co-opted Governors based on their skillset. Proposer: Mrs Windle Seconded: Mr Parish</p>	<p>All Governors</p>
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	Governance Professional to contact to confirm this and appoint from 1st November 2025 for a 4-year term.	Gov. professional
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: 1. Persistent attendance stands at 4.6%. How many children does this equate to? 2. Can you provide us with the reasons given for non-attendance? 2024-25 Persistent Absence= below 90% (19 days) 5 children below 85% attendance: <ul style="list-style-type: none"> • 2 due to being on reduced timetables in EYFS - both children had not attended pre-school and so found the transition from home to school very tricky. Both also have significant needs. Both children worked up to being full time by the end of the year. • 1 child in EYFS had a serious leg fracture so was off recovering from an operation for quite some time. The child was then put onto a reduced timetable. The family then went abroad for some family issues. • 1 child in EYFS was undergoing chemo treatment so a reduced timetable was put in place. • 1 pupil causing considerable concern - this is a complex case linked to anxiety but mainly mental health issues with the parent. Kent Attendance Service is involved in this case as all the interventions and strategies have not been successful and attendance is still inconsistent. If there is no improvement over the next couple of weeks then a Statutory Intervention could take place which could lead to the parents being prosecuted. 15 children below 90% <ul style="list-style-type: none"> • Holidays • Holidays and then illnesses • Anxiety from parents • Bereavement • Families keeping children off if the sibling is poorly 3. What are we doing to improve this and get these children back to education? I note that 4.6% is way below the nation average (15%) but obviously we would like the children in school. <ul style="list-style-type: none"> • Holidays are dealt with following the Attendance policy and families receive Penalty Notices if they take holidays during term time • Fortnightly meetings with the SLT to discuss attendance and how poor attendance will be resolved - FLO involved • Monitoring letters, meetings, discussions during parent teacher consultations • Formal Attendance Meetings • Early Help Referrals • School Nursing Referrals • Consultations with Kent Attendance Service 4. Is it correct that parents of children with SEN status can request to take them out on holiday in term time due to their need? Are these included in figures above? Yes, it can be correct. However, this would apply more to Special schools. At our school each case is looked at on a case by case basis.	
9.	Key Stage Results The governors were presented with the detailed PowerPoint of 24/25 results as follows: <i>Please note these abbreviations:</i> PP – Pupil Premium EXS – Expected Standard GDS – Greater Depth Standard	

	<p><i>SEN – Special Educational Needs</i> <i>EAL – English as a foreign language</i> <i>LA – Local Authority</i></p> <p>Early Years Foundation Stage (EYFS) EYFS results have declined considerably this year. The year group is very needy and the target set at the beginning of the year was far too aspirational. The EYFS staff had to change the curriculum to meet the needs of the children so more focus was put on the foundation skills in order for them to be school ready at the end of the year. Girls have outperformed boys which is a normal picture and was certainly the picture when this cohort started. PP and EAL pupils have achieved positively.</p> <p>Phonics Pupils had to achieve 32+ points to reach the expected standard. Limited results in terms of National and LA results but it is clear that pupils achieved well compared to the overall National and LA results - new phonics scheme fully implemented. PP pupils achieved well as did SEN pupils. Small difference between girls and boys.</p> <p>KS1 Results No statutory KS1 SATs this year but still good to continue the analysis as it's the end of the Key Stage. High level of SEN in this year group. Reading results continue to be the strongest for EXS and GDS. Writing at GDS is still low. Girls are stronger in Reading, Writing and Maths for EXS. Boys are stronger at GDS for Reading, Writing and Maths.</p> <p>Y4 Multiplication Check Test With quite a needy year group these results are very positive.</p> <p>KS2 Results In all areas we are above the national averages.</p> <p>Reading</p> <ul style="list-style-type: none"> • Significant difference between school and National results at EXS/GDS • Average scaled score higher than National average <p>Writing</p> <ul style="list-style-type: none"> • Difference between school and National results at EXS • GDS results are higher than the national results <p>Maths</p> <ul style="list-style-type: none"> • Difference between school and National results at EXS/GDS • Average scaled score higher than National average <p>Attainment over time Reading results at EXS are lower than last year GDS results for reading are slightly lower than 2024 but still positive. Writing results at EXS are higher than previous years and higher for GDS. For maths, EXS results are lower than 2024, GDS results are higher.</p>	
10.	<p>Finance Update</p> <p>Financial risk register The updated register was shared with the governing body prior to the meeting. Governors were happy with the presented document. Proposal: To agree the updated financial risk register for 25/26. Proposer: Mrs S Windle Seconded: Mrs B Walsh This was unanimously approved.</p> <p>Budget monitoring – August, September 2025 The August budget monitoring was a focus of the latest governor visit. The detailed report is filled within item 13. Following this, there is a slight improvement in September monitoring showing a better rollover, even though this is still very low. The current predicted rollover is 14K. However in August we were predicting £7600. There is saving showing in Forest school costs, catering supplies and also slight saving in energy costs. Also some saving showing in staffing E03 and E07 due to pension costs. However, High Needs Funding is being decreased as a pupil moved to a specialist</p>	

	<p>provision. Governors need to note that budget is very unstable and worryingly low. The budget will be re-cast before the next meeting.</p> <p>Compliance Visit Follow up July 2025 The compliance visit that took place in January, a follow-up process was completed in July. Following the examination of the documents required for this, there were no outstanding issues or actions.</p> <p>Asset Register An annual audit of assets was completed in September 2025 and the certificate A was signed by the Headteacher on 6th October 2025. 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: 17 Chromebooks, 1 Beebot, 2 Apple iPhones XR and Salad Bar.</p> <p>Benchmarking The Benchmarking report was shared with governors prior to the meeting. This was also the focus of the finance monitoring visit that took place in September 2025. The finance governor scrutinized the benchmarking and this is all detailed within the report (Item 13). The full report is filed with these minutes.</p>													
11.	<p>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.</p> <p>Open Cases (03.09.25- 03.10.25)</p> <table><tr><th>Type of support</th><th>Number of pupils</th></tr><tr><td>Social Services - Child Protection</td><td>0</td></tr><tr><td>Social Services - CHIN</td><td>2</td></tr><tr><td>Social Services - Child and Family Assessment</td><td>4</td></tr><tr><td>Early Help Intervention</td><td>2</td></tr><tr><td>Family Liaison support</td><td>27</td></tr></table> <p>Training Annual training for staff took place during the Visioning Day 2025. All staff and governors have been asked to read the policy, KCSIE 2025 (relevant sections to their posts) and to complete KCSIE 2025 (Knowledge check). For Governors who did not complete the Visioning Day refresher training they will need to access the link sent previously: https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/safeguarding-for-governance-refresher/?origin=governorhub&sync=true</p> <p>Safeguarding training has taken place for middays . The cleaners have also received updated leaflets and appendix 1 of KCSIE 2025. Goldwell staff received training via The Wyvern School but have been given copies of our policy and safeguarding leaflets.</p> <p>All existing volunteers and peripatetic teachers have been given updated safeguarding leaflets. This also includes the kitchen staff and Afterschool Club staff.</p> <p>All staff have read all statutory policies at the start of the term. New members of staff have received all necessary training</p> <p>All teaching staff will receive awareness training in Domestic Violence on the 15th October 2025. They will also receive de- escalation training on the same evening.</p>	Type of support	Number of pupils	Social Services - Child Protection	0	Social Services - CHIN	2	Social Services - Child and Family Assessment	4	Early Help Intervention	2	Family Liaison support	27	
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Child Protection Policy 2025

The policy was agreed in the holidays by the Chair and the Safeguarding governor. It was added to the website ready for the 1st Sept 2025. The FGB will need to ratify it. Looking ahead to next year, the procedures have been changed. The policy will need to be added in DRAFT form to the website for the 1st September 2026 and then agreed at the next FGB meeting. It can no longer be agreed solely by the CoG.

Code of Conduct Policy

All members of staff have been reminded of our expectations. This also includes our dress code policy. Our volunteers have also been reminded.

Designated Safeguarding Leads meetings and supervision

DSL meetings continue fortnightly with supervision sessions offered to staff. EYFS supervision is offered termly. DSLs have reviewed any outstanding issues from the summer holidays.

Governor Monitoring

Mr Parish to meet with Mrs Ostridge and Miss Adams during the monitoring day.

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. The SCR is stored securely within our google drive. The Headteacher and SBM are the only members of staff with access to it.

Headteacher reviewed the SCR on the 23rd September 2024. No outstanding checks. All staff leavers have been removed.

Martyn's Law

The [Terrorism \(Protection of Premises\) Act 2025](#) (the Act) became law 3 April 2025. It is commonly known as Martyn's Law, and is named in honour of Martyn Hett, one of the 22 people killed in the 2017 Manchester Arena terrorist attack.

Schools come under special consideration and fall into the standard tier whatever their capacity. There will be a 24 month implementation period before the law comes into force so all guidance is non- statutory. Statutory guidance will be published within the 24 month implementation period.

The guidance will focus on the following:

- Evacuation - getting people out
- Invacuation - moving people to a safe place
- Lockdown
- Communication

Schools will appoint a responsible 'person' e.g. the FGB. This role is not designated to an individual. Lots of guidance and support will be published over the next year or so.

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.

Behaviour (03.09.25)

Bullying allegations	1	Y6 pupil targeting another Y6 pupil. Child has been managed through: <ul style="list-style-type: none">• Fixed Term Suspension• Behaviour Contract• Behaviour Support Plan• Parent involved Plans are in place to support the other child so that they feel safe at school.
Racist incidents		
		The KCC Annual Racial Incidents Survey has been completed and submitted for all incidents which have taken place during 2024-25 (September 2025)
Online Safety Incidents	4	1x Y3 pupil - reported to be playing online games inappropriate for his age - parents involved in conversations. 1x Y2 pupil- reported to be watching films inappropriate for his age - parents involved in conversations.

		1x Y6 pupil- unkind messages in a WhatsApp group - after parents made us aware this was investigated and children and parents spoken to. 1x Y6 pupil - logged into another child's google account and changed their picture. Miss Adams spoke to the child and parents were informed.	
12.	<p>Review of policies</p> <p>Antifraud - no changes Appraisal Bullying and harassment (staff) - no changes Capability Policy - no changes Child Protection Code of conduct Ex offender policy (under Recruitment) Finance Governor Visit Policy Health & Safety Managing Absence and Ill health Pay policy Recruitment Redundancy Relationship & Health Education (RHE) Special Leave Late Collection Policy - brand new policy The above policies were updated ready for September 2025. The changes were highlighted for governors and they were happy with these.</p> <p>Proposal: To agree the updated policies. Proposer: Mr M Hughes Seconded: Mrs B Matovu-Fontaine These were unanimously approved.</p>		
13.	<p>Governing Body Reports</p> <p>A report from the recent finance visit was attached to the original paperwork and discussed during item 10.</p> <p>Monitoring Day – schedule for the day was discussed in detail and shared with governors.</p> <p>All governors are reminded to check the Governors' Visit schedule and book their visits.</p> <p>Headteacher's Performance Management - Mrs Walsh confirmed this took place in September. There will be further feedback from Pay Panel at the next meeting as they are due to meet on 15th October.</p>		
OTHER			
14.	<p>Chair's Actions / Correspondence</p> <p>Monthly catch-up with Headteacher.</p>		
15.	<p>Training</p> <p>Training & Development governor provided a report to governors on the recent training. All slides are added to the Training folder and the shared google drive. Governors requested that the Training & Development governor should highlight training relevant for our governors. Governors advised to attend Ofsted training. Countywide Briefing also recommended to attend in the future.</p>	<p>T&D governor</p>	
16.	<p>Confidentiality / Publication of Minutes</p> <p>The governors considered that all parts of the proceedings could be released for communication.</p>		

17.	Any Other Urgent business None.	
18.	Dates and times of future meetings 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	
19.	Meeting closed at 18.51pm	

Signed Chair of Governors

Date