

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

Present: Emily Samuels (ES) – Head
Natalie Willmore (NW)
Annika Bennett (AB)
Senthil Natesan (SN) – arrived at 6.49pm
Anya Poole (AP)
Richard Tolley (RT)
Tom Pinnock (TP) – Chair

Helen Birdsall (HB)
Tracey Brown (TB)
Katherine Gravett (KG)

Apologies: Annette Gear (AG)
Alyson Staples (AS)
Marika Chapman (MC)

In attendance: Charlene Monk – Clerk

		Action Owner
1.	Welcome and apologies for absence. TP welcomed everyone, including new Parent Governor Katherine Gravett (KG) to the meeting and thanked everyone for attending. Apologies noted from AG, AS, and MC. Noted that SN will attend the meeting late. The meeting was quorate.	
2.	Minutes of previous meeting (22/09/23) & Matters arising The minutes were accepted as an accurate record. The actions were discussed.	

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

No.	Action	Owner	Timescale
Actions from 9th May 2023			
05	Headteacher to provide more detail on the RAG rating on the action plan – <i>Complete</i>	ES	Ongoing
Actions from 19th June 2023			
01	Establish how many children the concerns logged refer to - <i>Ongoing</i> – <i>online training from county is being offered to all schools. On waiting list currently.</i>	ES	Summer 23
02	Find out what IDs should be kept on file – <i>Complete</i>	ES	Summer 23
Actions from 22nd September 2023			
01	All governors are reminded to log their declarations of interest on GovHub. – <i>A few outstanding – CM to remind those who have declarations outstanding.</i>	All/CM	Autumn 23
02	CM to add Monitoring Visits as an agenda item for the January 2024 FGB meeting. – <i>Complete</i>	CM	Jan 24 FGB
03	CM to see if other admins can be added to GovHub. – <i>Complete</i>	CM	Autumn 23
04	AB and RT agreed to perform housekeeping and file maintenance of Gov hub. – <i>Complete</i>	AB & RT	Autumn 23
05	Standing Orders - TP to adjust, circulate and review via email. – <i>Complete</i>	TP & All	Autumn 23
06	ES to add the Governors Allowance Statutory Policy to the Policies Folder section in GovHub. – <i>Complete</i>	ES	Autumn 23
07	AB to locate the Shared Governance Calendar and grant access to all FGB members. – <i>Complete – All to include visits in the calendar. HB is unable to view the calendar, action AB to look into this.</i>	AB	Autumn 23
08	CM to report back on other schools' Committee models. Committee Models for other schools I clerk for have agreed on the following: <ul style="list-style-type: none"> Resources and Standards, Pay Review and Headteacher Appraisal Review. CLA and Resources Pay Committee and HTPM Curriculum, Personnel and Finance & Premises. – <i>Complete</i>	CM	Autumn 23
09	ES to send Attendance Data after half term – <i>Complete.</i>	ES	Autumn 23
010	AB to send ES the year end safeguarding report with statistics for ES to forward to the LA– <i>Complete – Live pdf form. ES to complete for next safeguarding meeting in summer term.</i>	AB & ES	Autumn 23
011	Safeguarding contact details to be updated in school. – <i>Complete</i>	ES	Autumn 23
012	HB to provide a Budget update at the November FGB. – <i>Complete – cover as part of agenda item 3. Budget Update November FGB</i>	HB	Nov 23 FGB
013	Amalgamate the Data Retention and Protection policy with the GDPRP policy. ES to cover with the People Committee. – <i>Complete – moved to People Committee</i>	ES	Autumn 23
014	Accessibility Plan (2015), Permanent Exclusions & Suspensions – ES to circulate and all to ratify.	ES & All	Autumn 23

Signed by Chair of Governors Date

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

	<table><tr><td>015</td><td>CM and ES to work together to add a statement in GovHub to ratify each policy. – <i>Complete</i></td><td>ES</td><td>Autumn 23</td></tr><tr><td>016</td><td>Governor Vacancies - ES and TP to advertise, and TP to write a letter to the Parent body. – <i>Complete – Successful with 2 Parent Governors appointed</i></td><td>ES & TP</td><td>Autumn 23</td></tr></table>	015	CM and ES to work together to add a statement in GovHub to ratify each policy. – <i>Complete</i>	ES	Autumn 23	016	Governor Vacancies - ES and TP to advertise, and TP to write a letter to the Parent body. – <i>Complete – Successful with 2 Parent Governors appointed</i>	ES & TP	Autumn 23		
015	CM and ES to work together to add a statement in GovHub to ratify each policy. – <i>Complete</i>	ES	Autumn 23								
016	Governor Vacancies - ES and TP to advertise, and TP to write a letter to the Parent body. – <i>Complete – Successful with 2 Parent Governors appointed</i>	ES & TP	Autumn 23								
3.	<p>Budget Update</p> <p>HB gave an update on the budget situation and provided 2 reports (Current Budget vs Governor Set Budget April 2023, and the 3 Year Budget forecast from review/discussion. HB voiced her concerns to the Council regarding the unhelpfulness of the reports from the new software package.</p> <p>Current Budget vs Governor Set Budget April 2023 HB reported the overall balance of £96,930.31 for Current budget 2023/24 Oct 23 with Pay award and £68,296.77 for 2023/24 - Governors Agreed budget 09/05/2023 with a variance of 41.93%</p> <p>Staff Changes, and the nature of the budget is changing rapidly. Investigating other options, with no additional strains to limp on.</p> <p>High need funding is now coming in. However, high need provisions are required to be in place before funding is granted/received, 2 terms before, and this is not backdated, with a difference of £16,000.</p> <p>CCC are currently facing a massive financial deficit, Operation Safety Valve, worst ever with constant push back. SENCO has been great with SEND applications however the applications are often than not unsuccessful, resulting in lots of push back on the SEND budget.</p> <p>3 Year Budget forecast Both reports do not tally. £72,931.61 should be £90,000.</p> <p><i>A governor asked why is there a discrepancy?</i> Working vs fixed budget and these do not work alongside the new system/software package. 2024/25 – next year HB will meet with Jane to set a balance budget.</p> <p>Based on GP Surgery records, for next academic year 24/25, there should be approximately 50 children enrolled for reception year This number is not however reflected in the preschool setting. Reason being due to falling birth rate not children choosing alternative school setting. Currently 32 children this year 23/24 with 2 classes of 16, this was a massive issue, as prediction was 37 children in January, resulting in a shortfall of £-143,320.26 for 24/25.</p> <p><i>A governor asked if that includes the £72,931.61 carried over?</i></p>										

Signed by Chair of Governors Date

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

Yes, however this covers maternity, sickness, SEND, recruitment etc. and indicates worst case scenario.

Inevitable to make redundancies for 2024/25 even with the loss of 1 class last year.

Massive recruitment crisis, Cambridgeshire wide.

A governor suggested that redundancies should be discussed in January FGB?

HB has a meeting with Jane/ES and EPM in December/January to discuss next steps. Then discuss in January FGB or have an additional meeting in January. A separate Pay Awards Meeting took place last year.

HB noted that for 2024/25 preschool will only be breaking even in September. After September pre-school will be in deficit due to not enough children. Rent has not been charged this year (£4,000). Wigwam have purchased the old school premises, with 3 nurseries in Papworth offering wrap around care the pre-school is not sustainable. £8,000 carried forward, £14,000 year before. Intention to make redundancies at the end of July. Increase in fees would not be enough to cover the shortfall/deficit.

Noted that the last 2 Preschool open days were successful.

A governor questioned if there is a process for securing places at the preschool?

Yes, however this is a stumbling block as the system is very archaic, ring in January and a place in confirmed a few months later. All other nurseries ask for a £20 non-refundable admin fee.

A governor asked when will/should the decision be made to close the pre-school?

Sooner rather than later to inform the families and staff. Look as one project and discuss next steps with EPM.

A governor enquired if the closure of the pre-school would be in January 2024?

No, the earliest would-be February 2024 half term as noted 1 month notice and 30-day Consultation period if required for staff, families, and children.

The budget is very bleak, with cost savings and staffing to continue to remain the focus for the next financial year.

4. **Headteachers report**

The headteachers [report](#) was circulated in advance of the meeting via GovernorHub. The SDP will be forwarded later. The following areas were discussed or noted.

ES will be interviewing a candidate for the Teaching Assistant vacancy tomorrow. The candidate is very qualified.

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

A governor asked if ES could share the names of the teaching staff due to start maternity leave end of December/early January?

Stacey White and Katie Clark.

A governor questioned if a Governor(/s) have been asked to join the interview panel?

No, as the HLTA appointment is internal. Governor/s welcome to participate in the interview tomorrow if available.

A governor queried if in the past have Governor(/s) been asked to join the interview panel?

Yes, it is good practice to have a Governor form part of the interview panel.

A governor asked if Natalie has increased Leadership capacity?

Yes, Natalie has more capacity now for leadership responsibilities.

With reference to Pupils' personal development, behaviour, and welfare:
Monitoring of incidents (Racial, bullying, suspensions) TTRT is Temporary Reduced Timetable.

Whole school attendance is good, well above average at 96.4%.

Safeguarding EHAs open – Early Help Referral/Assessments. Turned down repeatedly. SEND report, ever evolving. None open currently.

A governor queried the support Blue Smile provides and the cost implications being value for money?

Blue smile supports those with confidentially issues and provide Trained Professionals, with experience resources. Blue Smile provide a termly report with suggested improvements.

Action: ES to contact SENCO (KD) for more details around the Blue Smile provision.

Other settings with Blue Smile have reduced over the years.

ELSA is proving to be a worthwhile investment, within budget, offering teaching assistance, County assistance, specific 6-week programme, with 2 people trained.

Action: ES to share to the 2 new Governors.

A governor asked if Blue Smile picked up on ADHD to aid the EHCP application?

No. Last few EHCP have not had Blue Smile.

Action: AS to investigate further, support of EHCP applications with SEND.

A Governor asked what is the cost of Blue Smile?

Flat fee of £12,000 a year, paid in 3 separate instalments starting in September annually.

Progress Scores

TB gave a verbal update on progress scores.

ES

ES

AS

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

	<p>All data for report submitted this month and then ratified, for all to review. The report is then finalised in December, Year 2 and Year 6 standardized data, good. Reasons being strategic is due to the catch-up funding, trained FFT project, research and EEF trials programs (most effective, free trial). In addition, thorough the quality of intervention groups. Increase resources for Year 5 & 6. Intervention groups the same for Year 3 & 4. Year 1 & 2 Phonics based work. Pupil premium children and other children. Action: TB to write up the report and all to ratify.</p> <p><i>A Governor asked if the trial is for 1 year?</i> No, the trial is a 12-week program. Formal baseline awareness, internal school data.</p> <p><i>A Governor asked is the trial is just for reading?</i> Yes, signed up before looking at maths data however, comprehension has an impact on maths. Focus on one, reading will be the next focus.</p> <p>Fisher Family Trust, an organisation that collects data nationally. Tracking of data, pupil progress. Action: TB – to send link to new Parent Governors to access data.</p> <p><i>A Governor asked what did you share?</i> Posters with support, therapy, talking about money concerns etc., part of a confidential service. CCC have endorsed and paid this year for all maintain schools. Feedback from those who have used the service found it useful.</p> <p>An email embargo is now in place, good practice following OFSTED briefing enhancing staff wellbeing. No emails sent after 7pm and before 7am and during weekends. Information regarding working hours can be added to email signature.</p> <p><i>A Governor asked when emailing staff should they respect the embargo?</i> Decision: No, happy for Governors to decide. All agreed to keep as is as Governors tend to work evenings and weekends, in a voluntary capacity and can send emails to suit their availability.</p>	<p>TB</p> <p>TB</p>
5.	<p>Committee updates</p> <p>Curriculum and Standards Minutes sent out this morning. Action: TB to collate data (maths, writing and greater depth). Creating a monitoring schedule with more work to complete, to then inform committee of next steps. 6 yearly meetings with members of the SLT, report to Governors on areas responsible for to share.</p>	<p>TB</p>

Signed by Chair of Governors Date

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

	<p>Action: Feedback into next FGB meeting. CM to add as an agenda item for January FGB.</p> <p>People and Finance Meeting on 8th October. Not agreed on Terms of Reference as there is a need to reduce, currently updating the draft. All to agree TOR beginning of December. Looking at the Pay Policy in detail. Decision: Agreed – Pay Policy agreed and accepted 6.5% increase for teaching staff and agreed and accepted 6.5% increase for support staff. Action: AB to circulate the policy to all staff (Individual Compensation Pay Increase). Budget in more detail, next meeting schedule for December.</p> <p>Salary Review Committee Meet once a year, monitor appraisal process for Performance Related Pay for teaching staff. Recommendations – to double check. 30th October. Couple of follow ups. Finance Committee to follow up. Decision: Agreed – all happy with the recommendations.</p>	<p>CM</p> <p>AB</p>
6.	<p>Safeguarding</p> <p>MC handover is now complete and is the Safeguarding Lead. A safeguarding visit took place on 17th October 2023 and MC has circulated the report via GovHub noticeboard.</p> <p>Anna-Marie Cooper has previously taken a copy of our safeguarding report to show to other schools as good practice, bullet points and follow ups noted.</p>	
7.	<p>Standards Update</p> <p>Now have a standards Committee in place. The following items were noted: Cohort EYFS unsustainable as attainment is below, affected by COVID, tailor made curriculum in place. Year 1 Phonics in check with national average. Based on Early Years Data – started interventions early. Attainment Year 2 is above national, combined Reading, writing and maths – very positive. End of KS2 Reading and attainment has increased significantly. Grammar, punctuation and spelling slight increase. Great depth in writing decreased. Great depth in Grammar, punctuation and spelling increased. Combined reading, writing and maths down. Maths falls behind – deep dive to take place and SLT to monitor over the next 2 weeks. TP to visit Head for learning, Year 1 and 2. Attainment disadvantaged, reading above average, upward trend. Negative gap between attainment and progress. Multiplication and times tables Year 4, 6 seconds, did well. Looked at the average score. 25/25 to pass, not worried, 20 and above well.</p>	

Signed by Chair of Governors Date

Governors Meeting Minutes

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

Signed by Chair of Governors Date

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

	<p>With the introduction of 2 new Parent Governors, Nicola Bygrave NB is unavailable on Mondays, and currently all FGB are scheduled for Mondays.</p> <p>Decision – to reschedule a few dates for NB to attend.</p> <p>Action: TP to send a poll asking for availability (Tuesdays and Wednesdays work best for all) new/confirmed dates tbc later.</p> <p>15th January 2024 4th March 2024 7th May 2024 – look at rescheduling nearer the time. 24th June 2024</p> <p>The start time for these meetings will be 6.30pm</p>	TP
12.	<p>Consider impact of meeting</p> <p>Happy to have two new Parent Governors joining. Good to bring data to Governors AND all information including within the minutes. Budget forecast and considerations of preschool and school redundancies Acknowledgement of HB hard work on budgets. Budgets – practices to be adopted. Solve issues.</p>	
13.	<p>Update on outcome of the recent grievance and appeal</p> <p>There was a formal grievance against the Headteacher last academic year from a former member of staff. Initial Panel AP, SN and TP, EPM representative, resulting in recommendations but no resolution. AB investigated further resulting in upholding two out of the five points, however this was not a welcomed outcome. Next step was an Appeal hearing, Panel RT, AG and MC, EPM and Clerk, chaired by RT that took place via teams. Acknowledgement and thank you to all involved. Recommendations/outcomes from the Appeal hearing were as follows: Policies, need to be reviewed annually and easy for staff to access, not multiple versions, “staff shared” accessed. Applied – changes on situation. Management advice can take any form in a work-based environment when an individual can be asked to do something differently. Education – its formalized. Introduction of a Wellbeing staff survey and Mental Health First Aiders. Action: ES to contact Johnathan Lewis – request form and update on how well its doing/progress. EPM Policy and Practice provided conflicting advice and from HR provider prior to all. Formal outcome of appeal offering provided by EPM.</p>	ES

Signed by Chair of Governors Date

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

	Recognition – discuss process at the beginning as Members of staff were placed in a very difficult situation, awareness, tough for staff. Investigating Officer – now know the right people.	
14.	Any other business <ul style="list-style-type: none"> Sharing of minutes – historically the Chair of Committee draft the minutes, share with “all governors” not just the committee members. Action: Chair of Committee to share with all. Decision - Once approved minutes as draft, the minutes can then be shared with “all governors/everyone” and a note added to GovHub noticeboard with a link to the minutes. Minutes to then be ratified at the meeting. Recording meeting attendance for Committees. Decision/action: – Chair of Committee to record meeting attendance, CM to record meeting attendance for the FGB Meetings. Action: CM to send minutes and attendance of FGBs to AB. Census – ES reported that the Census was wrong, the system carried over wrong data, and historical admin error, which is now rectified. Thank you to HB. Action: TP to organise a date in New Year for drinks with Babs. Noted School Christmas dinner day – 14th December, all Governors welcome to attend. Noted Christmas Drinks & biscuits with Staff – after school on 19th December. 	<p>CoC</p> <p>CM</p> <p>TP</p>

The meeting closed at 8.40pm

Questions	Green italics
Decisions	Blue bold
Actions	Red

ACTIONS:

No.	Action	Owner	Timescale
Actions from 19th June 2023			
01	Establish how many children the concerns logged refer to - Ongoing – online training from county is being offered to all schools. On waiting list currently.	ES	Summer 23
Actions from 22nd September 2023			
01	All governors are reminded to log their declarations of interest on GovHub. – A few outstanding – CM to reminder those who have declarations outstanding.	All/CM	Autumn 23
07	AB to locate the Shared Governance Calendar and grant access to all FGB members. – Complete – All to include visits in the calendar. HB is unable to view the calendar, action AB to look into this.	AB	Autumn 23

Signed by Chair of Governors Date

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

010	AB to send ES the year end safeguarding report with statistics for ES to forward to the LA– <i>Complete – Live pdf form. ES to complete for next safeguarding meeting in</i>	AB & ES	Autumn 23
014	Accessibility Plan (2015), Permanent Exclusions & Suspensions – ES to circulate and all to ratify.	ES & All	Autumn 23
Actions from 6th November 2023			
01	ES to contact Catherine for more details around the Blue Smile provision. ES to share to the new 2 Governors.	ES	Spring 24
02	AS to investigate further, support of EHCP applications with SEND.	AS	Spring 24
03	TB to write up the Progress Scores report and all to ratify.	TB	Spring 24
04	Fisher Family Trust - TB – to send link to Parent Governors to access data.	TB	Spring 24
05	Curriculum and Standards - TB to collate data (maths, writing and greater depth).	TB	Spring 24
06	Curriculum and Standards to feedback into next FGB meeting. CM to add as an agenda item for January FGB.	CM	January FGB
07	Action: AB to circulate the policy to all staff (Individual Compensation Pay Increase). Budget in more detail, next meeting schedule for December.	AB	ASAP
08	Accessibility Plan Policy – ES to look at different policies/format etc.	ES	Spring 24
09	Governor's allowance Decision – change policy to discretion of the Chair of Governors regarding expenses. ES to contact Anna-Marie Cooper for guidance.	ES	ASAP
10	TP to organise a tour of the school for the 2 new Parent Governors and assign Mentor/Buddy to shadow.	TP	ASAP
11	All - Training – to remind all to share slide decks from training attended. There is a training folder in GovHub.	ALL	ASAP
12	TP to upload slides from Chair training session for all to view.	TP	ASAP
13	SN to share Complaints and Allegations training slide deck in GovHub after training session.	SN	ASAP
14	TP to send a poll asking for availability (Tuesdays and Wednesdays work best for all) new/confirmed dates tbc at a later date.	TP	ASAP
15	ES to contact Johnathan Lewis – request form and update on how well its doing/progress.	ES	ASAP

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

Pendragon Community Primary School
Varrier Jones Drive
Papworth Everard
Cambridge
CB23 3XQ

Minutes of the Full Governing Body Meeting

Held on Monday 6th November 2023 at 6.30pm

16	Once approved minutes as draft, the minutes can then be shared with “all governors/everyone” and a note added to GovHub noticeboard with a link to the minutes. Minutes to then be ratified at the meeting.	Chair of Committee	When required
17	Chair of Committees to record meeting attendance, CM to record meeting attendance for the FGB Meetings. CM to send minutes and attendance of FGBs to AB.	CM/Chair of Committee	When required
18	TP to organise a date in New Year for drinks with Babs.	TP	Autumn 23

Signed by Chair of Governors Date