

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

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

Minutes of the Full Governors Meeting

Held on Monday 23rd January 2023 at 6.30pm

Present:

Emily Samuels (ES) – Head	Annette Gear (AG)
Babs Nichols (BN) – Chair	Annika Bennett (AB)
Tracey Brown (TB)	Tom Pinnock (TP)
Anya Poole (AP)	Marika Chapman (MC)
Richard Tolley (RT)	James Fletcher (JF)
Natalie Willmore (NW)	Katie Thompson (KT)
Aly Staples (AS)	

In attendance:

Lorna Lawrence – Clerk
Helen Birdsall – Associate member

		Action owner
1.	<p>Welcome and apologies for absence.</p> <p>BN welcomed everyone to the meeting and thanked everyone for attending. Governors welcomed new governor Alyson Staples to the board.</p> <p>No apologies received</p> <p>The meeting was quorate.</p> <p>AS declared she sometimes works as a supply teacher in the school.</p>	
2.	<p>Minutes of previous FGB meeting (14/11/22) & Matters arising</p> <p>The minutes from the FGB were accepted as an accurate record.</p> <p>The actions were discussed and the action grid updated.</p> <p>Action 2 from 27th June 2022 is still open, it is suggested that HB speak to the DPO for clarification and then update the headteacher.</p> <p>Governors discussed ideas about increasing pre-school awareness – these included roundabout sponsorship, Papworth news & views, baby and toddler groups, library, boards by the shops.</p> <p>An update on payroll was given, it isn't perfect, but it is being monitored.</p> <p>Attendance figures – governors are happy to have these on the headteachers report going forward, and it was noted that they can log on to Fisher Family Trust</p>	HB

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

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

Minutes of the Full Governors Meeting

Held on Monday 23rd January 2023 at 6.30pm

	<p>(FFT) to view the current attendance. It was also noted that the school had received an award for high attendance from FFT.</p> <p>The uniform policy is not a statutory one, but it is strongly recommended. The chair has drafted one and this will be discussed under the policies item of the agenda.</p>	
3.	<p>Headteachers report</p> <p>The headteachers report was circulated prior to the meeting. The following areas were discussed or noted.</p> <p>There are currently 35 names down for first choice in September which is good.</p> <p>3 new TA's have started, mainly working as 1-2-1, and one new year three teacher. All of these are fixed term contracts.</p> <p>The headteacher gave a verbal update on the section titled Pupils personal development, behaviour, and welfare.</p> <p>A governor asked what the impact has been on the school? The impact on the children has been minimal due to the number of adults that have been involved, the impact on the adults has been larger, it has been tough. When the children were in class it was more difficult.</p> <p>A governor asked how the staff feel about the children coming back. There have been lots of discussions about it, everyone is apprehensive, but all know that the policies in place will be followed when they return.</p> <p>A governor asked what impact there was on staff and children with the behaviour challenges of the children Children less impacted than adults by the management of the return to school</p> <p>It was noted that there are no official reports of bullying. The school are looking at ways to include discussing threatening behaviour into the curriculum.</p> <p>A governor asked if the increase in threatening behaviour could be due to computer and online games It could be, there are no official guidelines about how to cover this aspect, but the head is discussing it at networking events. It is up to the school to put in but would probably look to cover it in computing and PSHE. Will also look at getting people in to talk to the children.</p> <p>Attendance – December was a tough month due to lots of illness. The head will include national attendance figures in next headteachers report to enable Governors to make comparisons</p> <p>The headteacher explained the acronyms in the safeguarding section to the governors.</p>	ES

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

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

Minutes of the Full Governors Meeting

Held on Monday 23rd January 2023 at 6.30pm

	<p>A governor asked how My Concern was working It is working well, it is useful for chronology, it builds a picture. The SLT are meeting to discuss the entries and are keeping a record of that for evidence.</p> <p>The pupil premium strategy was circulated prior to the meeting and an explanation on how the grant is broken down was given.</p> <p>A governor asked If Mrs Taylor was now the named Pre-School Deputy. Yes, and will be paid only when she needed to step up in the role</p>	
4.	<p>Committee reports</p> <p>Personnel – met on 29th November and the minutes have been circulated. The recent supreme court ruling with regards to holiday pay for term time contracts was discussed and the changes implemented and backdated for the correct 2 years. The next meeting of personnel will be held on 31 January.</p> <p>Resources & Health and Safety – the committee meeting had to be cancelled due to illness. RT gave an update on some budget lines. It is noted that the SFVS submission date is 31st March.</p> <p>Discussion was held around the ESPO framework for the utilities, investigation has taken place and it is thought that no better deal would be available.</p> <p>Decision – governors are in agreement to go with the ESPO framework.</p> <p>Vertas (the company supplying school meals) has on 2 occasions fed a child the wrong food who has food allergies. The chair and head has met with the company and processes have been discussed and parents kept informed.</p>	
5.	<p>Confidential minutes – Budget & Staffing</p> <p>This item is covered with confidential minutes</p>	
6.	<p>School Development Plan Review</p> <p>The report was circulated prior to the meeting.</p> <p>The chair has asked that all governors take the time to read this document and look at where governors can challenge and support it.</p>	All
7.	<p>Website Review</p> <p>The findings from the audit have been circulated. It was noted that there are lots of out-of-date documents, things are hard to find or duplicated and generally needs a revamp.</p> <p>A working party will meet to take this on.</p>	TP, AB, Head
8.	<p>Safeguarding</p>	

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

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

Minutes of the Full Governors Meeting

Held on Monday 23rd January 2023 at 6.30pm

	<p>The safeguarding report was circulated prior to the meeting. A safeguarding visit was held at the beginning of January. The visit report will be circulated once finalised. Next visit will be before Easter.</p> <p><i>RT needs to complete Prevent training.</i></p>	RT
9.	<p>Policies to review</p> <p>The governors written statement of behaviour principles was agreed and will be changed to review annually.</p> <p>The Behaviour Policy , with some minor amendments, would be circulated by TB for email agreement. A Governor had reviewed the Behaviour Policy against The Key checklist and this was uploaded to Ghub for comparison</p> <p><i>Uniform policy to be finalised.</i></p>	<p>TB</p> <p>BN & Head</p>
10.	<p>Governor visits</p> <p>Governors are asked to make contact with their staff leads. The spring term list has been updated in governorhub.</p>	
11.	<p>Governor Training</p> <p>MC has completed safer recruitment training. Governors are reminded to add any training they complete on governorhub.</p>	
12.	<p>Dates of meetings for academic year</p> <p>6th March 8th May - although this may need to move dependent on Budget Dates & Bank Holiday 19th June</p> <p>The start time for these meetings will be 6.30pm</p>	
13.	<p>Consider impact of meeting</p> <p>Budget challenges Staffing Issues & Business Mandate Safeguarding Web-site - legal requirements and re-vamp Behaviour - Impact and Challenges</p>	
14.	<p>Any other business</p>	

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes

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

Minutes of the Full Governors Meeting

Held on Monday 23rd January 2023 at 6.30pm

	<p>The pupil premium strategy document is agreed by all governors.</p> <p>The behaviour policy will be circulated for approval following this meeting.</p> <p>A governor suggested to have a Whats app group to be able to arrange meetings etc. Clerk to investigate the implications of this.</p> <p>A discussion was held on the potential impact of the upcoming strikes.</p> <p>It was noted that the school have been given £17703 for an energy efficient capital project, it is being investigated if this can be rolled over to next financial year.</p>	Clerk
--	--	--------------

The meeting closed at 8.50pm

ACTIONS:

No.	Action	Owner	Timescale
Actions from 23rd September 2022			
8	<i>Monthly health and safety newsletter to be circulated to RT</i>	Head	
Actions from 14th November 2022			
1	<i>Data retention policy to be reviewed</i>	JF	
3	<i>Look into current child protection policy and check it is on website</i>	Head	
Actions from 23rd January 2023			
1	<i>Investigate signing of privacy notices – HB to speak to DPO and update head</i>	HB	
2	<i>Include national attendance figures in next HT report</i>	Head	
3	<i>Working party to meet to discuss website</i>	Head, TP, AB	
4	<i>Prevent training</i>	RT	
5	<i>Uniform policy to be finalised</i>	BN, Head	
6	<i>Investigate whats app group</i>	Clerk	