

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 28th June 2021 at 6.30pm – Via Microsoft Teams

Present:	Carol Shaw (CSh) – Head Babs Nichols (BN) – Chair Tracey Brown (TB) Anya Poole (AP) Richard Tolley (RT) Mike Osbourn (MO)	Pam Strowgger (PS) Katie Vickers (KV) Beth Walliker (BW) Annika Bennett (AB) James Fletcher (JF)
In attendance:	Katie Thompson (KT) Associate governor Annette Gear (AG) Associate governor Lorna Lawrence – Clerk	

		Action
1.	Welcome and apologies for absence. BN welcomed everyone to the virtual meeting. Apologies received and accepted from Jake Turner. The meeting was quorate.	
2.	Declarations of Interest. There was one new declaration of interest: <ul style="list-style-type: none">• James Fletcher’s wife works as a TA in the school.	
3.	Minutes of previous meeting (26/04/21) & Matters arising The minutes were accepted as an accurate record. Action – Csh to look into whether Peterborough health had sent out a report – they had not sent a report but there is a Governor Report of the visit and there were no actions. Action closed Action – Recovery plan – this was uploaded but the time has come to move on from the recovery plan – Action closed	

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4.	Standing Order Appendix Review The appendix for the standing order covers the need for virtual meetings and the guidelines to follow. Decision – all in favour virtual meetings appendix.	
5.	Governance Review Feedback There was nothing further to report on the governance review, the chair is waiting for a response from the LA to the comments sent in. There was one action from the action plan with a deadline of today's date – for all governors to understand the strategic role of a governor. Slides were circulated to governors to read and all but the head have now read these. CSh will read them also. The chair asked the head for some feedback on the Leadership review: The leadership review and action plan have been circulated to all staff and governors. Sue Bowman will be conducting a follow up review on 15 th July which will be a full day again. Alison came in on Wednesday and helped us work through the action plan. The headteacher explained that the action plan is quite open, but it is a good start and can be added to. There will be a meeting on Friday with the SLT to discuss and clarify roles and responsibilities. Terms of reference will then be established for the SLT. Juliet Adlouné is going to speak to all individuals who were involved in the original review and she will also feed into the MIPS meeting on 13 th July. The headteacher circulated the notes from Juliet's visit. The biggest concern at the moment is that there is not enough time to make the changes before the next review date of 15 th July. A governor asked what the normal turnaround is? The headteacher read the report as though a school improvement advisor would be appointed and therefore was waiting so the start of putting the action plan together was a bit delayed. There is no normal turnaround. A governor stated that surely there is a process they (the LA) need to be following with timescales involved? There isn't one. The question has been asked to the LA and their response was circulated to governors but there aren't timescales outlined.	

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A governor asked if they felt the need to submit a complaint? The governors discussed this and take the report and the findings seriously, but some felt like the school was being set up to fail.

The headteacher stated that Alison feels like the action plan put in place should be acceptable.

The chair stated that their biggest concern was the manner in which it was undertaken, not the day or the findings but the process. The belief is that the LA missed a step out from the policy it falls under from the DfE. There has been a lack of support and the feeling is that they have had to fight for it.

A governor stated that they wondered if the timescales is dependent on what the findings are and that is why they aren't stated anywhere. They believe that it is good that there is confidence in the action plan.

A governor asked what the expectation is on 15th July? The day will be the same as the last review

A governor asked what the staff knew? They know the same as the governors.

The headteacher explained that it has been difficult since receiving the report. They are planning on writing a letter to all staff at the end of term apologising for anything that they may have done to upset them. The governors felt that this was a good idea but some communication in the meantime would also be good.

The headteacher stated that a positive has been that the SLT has stepped up.

The governors discussed what could be achieved by 15th July.

A governor asked if there would be a further visit after this next one?
It is unknown. A school Improvement Advisor will be appointed in September. There will be a governance review in the Autumn.

The governors discussed communication and whether to send a basic communication to staff post this meeting. It was agreed that this was a good idea and MO would be responsible for drafting something on behalf of the governing body. A governor suggested that something be put in the subject header clearly showing it was from governors to stand out from other emails.

It was suggested and agreed to take forward to MIPS to ask the staff how they would like to be communicated to going forward. It was also suggested to put something in the newsletter that points them to the emails.

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6.	Sub-Committee reports Finance – the SFVS was submitted on time. There have been small amounts of finance approvals and nothing that has thrown off budget. An audit will be scheduled prior to the end of the term. The next meeting with the financial advisor is on 16 th July. The finance chair is reviewing the terms of reference for the newly formed resources committee. Headlines are everything is on track. Premises – The insurance company has looked at the boiler. The fence has been sorted out following the safeguarding walk. The LA tree man is coming tomorrow to look at the hedge with the insurance person, but the understanding is that the LA is paying for it. The headteacher has completed a walkaround to look at the painting required. A governor completed a check on the accident book and there was nothing untoward, one suggestion is to write a more specific area to where the accident took place. There were lots of scrapes against trees. Personnel – The school has recruited a one year contract teacher. Confirmation needs to be made to the staff member completing their trial flexible working request. There has been one applicant for the year 5/6 team leader role. There have been no further applicants apart from the acting year 5/6 teacher. The headteacher is happy with them. A check will be made to EPM to see if this needs to go to interview. The terms of reference for the Personnel and health and safety committee are being reviewed. 3 staff are leaving and need to organise exit interviews. A governor asked if there was an updated organisation chart? This will be provided in September. A governor asked for an update on the TA positions that were interviewed for. They are both now in and supporting. The full-time position was offered and accepted but the applicant has now asked for this to be changed, this needs to be looked in to. Standards – Met in May. The governors were asked to have a look in the new Curriculum and Monitoring folder to have a look at the subject lead notes. Thanks was given to three new governors who stepped in and had a maths briefing with Maths Lead Early years – Are meeting on Thursday. The pre-school is not full and they are going ahead and offering the free 30 hours whilst making it clear it is only for one year. Increase of fees is also going to be looked at. The school has been early adopters of the new framework. The new baseline assessment has arrived.	
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	<p>SENDPP – met on Wednesday, with the new structure they will report into the FGB. There are 56 pupils on the SEND register which is in line with the national average. 10 of those have EHCP. There are 45 pupil premium and 7 pupil premium plus. There were 47 children that were vulnerable in a certain way due to the impact of COVID after the first lockdown. They have all been considered and supported. There are now 128 children following the last lockdown. The teaching staff are looking at them all as individuals and should be commended for that. There is a significant number of year 5 children who are not at the age-related expectations. There is an expectation that the SATS next year will be affected.</p> <p>A governor asked if it is known if there are any children with additional needs starting in September? We do, don't know exact numbers but it isn't a large number.</p> <p>A governor asked if there is evidence of behaviour improvements as well as academic? Yes absolutely, it is more challenging but is being done.</p> <p>A governor asked what was being done to help the year 5 children identified? Catch up funding is being looked at and how it is being spent. All children on the vulnerable list have had some input. A range of evidence will be collected.</p>	
7.	<p>Headteachers report</p> <p>The headteachers report was circulated prior to the meeting. There were no further questions on the report. One safeguarding issue will be covered in agenda item 8.</p>	
8.	<p>Safeguarding</p> <p>JF shared the recent safeguarding audit completed on screen and ran through the findings.</p> <p>A governor asked where the SCR is kept? In the school office, on the computer and in a file.</p> <p>Governors will be sent the safeguarding reports as a standard not just the safeguarding lead.</p> <p>The headteacher gave an update on the incident from haven that was detailed in the headteachers report. The children are now all playing nicely together. A learning from the incident was that there had not been a major incident in such a long time that the major incident plans just need refreshing.</p> <p>A governor asked if they should have been given more detail of the incident? It was explained that more detail wasn't available in this particular incident, the</p>	

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	<p>school didn't have the full picture for many days and input from external agencies was required</p> <p>During the latest interview one candidate had an employment gap that was challenged, and they were happy with the answer.</p>	
9.	<p>Policies</p> <p>The chair has circulated a policy schedule. An action for all governors is to review it and have a think about it and feedback to chair.</p> <p>The headteacher will forward the SRE policy for ratification.</p> <p>A governor asked if the parent feedback for the policy was collated? This will be sent with the policy.</p>	All governors
10.	<p>SEF</p> <p>This will be sent round after the review on Friday.</p>	
11.	<p>Training</p> <p>There is now a training co-ordinator. A skills audit will be redone in Autumn which will drive the training needs.</p> <p>AP has completed the refresher safer recruitment training. AP was sent the wrong link for the HTPM training. Several governors are on the waiting list for safeguarding training.</p> <p>Safer Recruitment training slides were shared with notes with potential action points for future meetings.</p>	
12.	<p>Governor Visits</p> <p>The chair has completed two monitoring visits that are on SharePoint. 3 governors held the maths visit. An English visit has taken place which is on SharePoint. Geography and PE have had email communication. A date is being arranged for PSHCE.</p>	
13.	<p>Any Other Business</p> <p>The head asked for permission to change the bubbles to year groups for the last day of term, so they have a transition day.</p>	

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	<p><u>Decision - yes this was fine</u></p> <p>Teachers may want a social gathering on the last night of term on the school premises in 2 groups of 30.</p> <p><u>Decision – this was fine to plan</u></p> <p>The headteacher isn't expecting an update on what plans to have in place for Autumn term until 12th July so the plan is to stick with what is happening now and change at a later date if needed. There will be no induction for the new children until September.</p> <p>Thanks were given to the headteacher and deputy headteacher for welcoming in the people who have been coming into the school.</p>	
14.	<p>Date of next year's meetings</p> <p>The chair and headteacher will send round provisional dates. The first FGB will be during the day, suggestion is 21st September at 9.30am.</p>	

The meeting closed at 21:08