



	<p>Monitoring will continue, with a full update scheduled for FGB05 (16 March 2026). Governors noted the importance of the School Family Worker role, which differs from the Social Services Family Worker and EHA-allocated roles. <b>Action01: Chair to invite the School Family Worker to attend FGB07 (18 May 2026).</b></p>	<p><b>Chair</b></p>
<p><b>5.</b></p>	<p><b>Finance and Resources Update</b> <b>5.1 Brief Budget Update</b> The SFM (PDU) uploaded the <u>November 2025 BMR</u> document to GovernorHub prior to the meeting, providing an overview of budget performance, analysis and Quarter two (Q2) overview. During the meeting, the SFM drew Governor’s attention to the following key points:-</p> <ul style="list-style-type: none"> <li>• The budget figures reflect current and up to the end of November 2025.</li> <li>• Work with Swavesey Primary School’s Business Manager (WW) is scheduled next week to finalise the Quarter three (Q3) position for December 2025.</li> <li>• Teacher annual increments and percentage increases were paid in November, backdated to September 2025</li> <li>• Support staff percentage increases were paid in November, backdated to April 2025</li> <li>• One staff member remains on long term sick; the insurance claim currently at £5,200 and will increase to £7,600 if absence continues until 19 December 2025. This will be allocated to the supply budget and submitted before the Christmas break.</li> <li>• Fence budget, £16,000 approved by County, is expected to be paid in December 2025.</li> <li>• Deep clean of the school is scheduled during the Christmas break at a cost of £1,800 (last completed over five years ago)</li> <li>• Ongoing review of budget and allocation taking place to support accurate year end reporting.</li> </ul> <p>The School Finance Manager (PDU) <b>proposed</b> that Governors approve payment of the Academy Trust 2025/26 PE Sports budget of £9,500 by the end of the week. This budget covers Primary PE Specialist Support, PE Leaders from the academy, teacher training, top-up swimming, playleader training, and sports and athlete visits. The expenditure is in line with the projected budget. <b>Decision – Governors unanimously approved the payment of £9,500 for the Academy Trust 2025/26 PE Sports budget.</b> The Headteacher expressed thanks to the SFM (PDU) for her support in securing the maximum insurance claim for the long-term sick staff member and for her continued hard work on financial matters. <b>Action02: Finance Link Governor (PD) to meet with the School Finance Manager (PDU) and the Headteacher during January/February to review the budget.</b></p>	<p><b>PD/SFM/ Head</b></p>

<b>3.</b>	<b>Minutes, of previous FGB meetings (3rd November 2025)&amp; Matters arising and review of open actions.</b>			
	The minutes from 3 <sup>rd</sup> November 2025 were accepted as an accurate record. The open actions were discussed and reviewed.			
	<b>No.</b>	<b>Action</b>	<b>Owner</b>	
	<b>23<sup>rd</sup> June 2025</b>			
	12.0	Chair (TP) to include summary/behaviour spotlight for inclusion in the school newsletter. 08.09.2025 – Ongoing 03.11.2025 – Ongoing 17.12.2025 – Completed	Chair	FGB02
	<b>8<sup>th</sup> September 2025</b>			
	8.2	NW, in her role of GDPR Link Role Governor to share the GDPR Report at FGB02 (Agenda item under Governor business) 03.11.2025 – Defer to FGB03. On Agenda – Completed	NW	FGB02
<b>3<sup>rd</sup> November 2025</b>				
11	Clerk to add Blue Smile and pastoral support review to the FGB03 agenda– Completed.	Clerk	FGB03	
4.1.1	Clerk to undertake all relevant paperwork for Co-opted Governor.– Completed.	Clerk	FGB03	

	<p>4.2 Chair (TP) to contact LA Governance Adviser, AC, for what is expected for Cybersecurity or TP to request training slide deck and upload to Govhub training folder for all to read.– Completed. <b>17.12.2025 – Chair’s meeting notes shared during the meeting.</b> <u>Cambs ICT Service Govs Responsibilities Cybersecurity.pdf - GovernorHub</u> in the FGB meeting folder. Highlights: Governors are not expected to be technical experts, but they are expected to provide strategic oversight and ensure their school:</p> <ul style="list-style-type: none"> <li>• Complies with statutory duties (UK GDPR, Data Protection Act 2018, safeguarding and online safety).</li> <li>• Has adequate policies and technical controls in place to prevent and respond to incidents, at the barest minimum, Multi Factor Authentication (MFA), Anti-virus/Anti-ransomware.</li> <li>• Maintains an up-to-date risk register that includes cyber risk.</li> <li>• Tests business continuity and incident response plans regularly.</li> <li>• Receives regular assurance from school leaders and ICT providers about resilience, backups, and response arrangements.</li> <li>• Meets conditions of cover under the Risk Protection Arrangement (RPA) – which requires, for example, up-to-date cyber-awareness training, secure backups, and an incident response plan.</li> </ul> <p>Completed - pending any other discussion and review required.</p>	Chair	FGB03	
	<p>4.3 Staff survey to be re-issued. <b>17.12.2025 – Chair’s meeting notes shared during the meeting.</b> Currently 13 responses. Survey will close on Friday 19<sup>th</sup> and I will collate and review responses for FGB04 – Completed. <b>17.12.2025 - Follow on action.</b> <b>Action03: Clerk to add an agenda item FGB04 review response of staff survey.</b></p>	Chair	FGB03	
		Clerk	FGB04	

5.1	<p>Governors to confirm the Pay Committee for the next academic year. Headteacher to confirm if a virtual meeting is acceptable. –Completed. <b>18.12.2025 - Post meeting notes:-</b> The HTPR Panel can be the same group of Governors as the Pay Committee. The group of Governors can be noted in the minutes at the next FGB (FGB04) <b>Action04: Clerk to add confirmation of Pay Committee at FGB04.</b></p>	All	FGB03	
5.2	<p>SFM and Chair TP to discuss the financial procedures and checks as outlined in the LA Finance Team Audit letter. <b>17.12.2025 – Chair’s meeting notes shared during the meeting.</b> The Chair has not found the time to meet with SFM for this review – however, the checklist that SFM put together to review the situation to give Govs the overall picture of position has been uploaded to Govhub in advance of the meeting for Governors to review – which is not bad. The outstanding items are covered by the <u>Financial Scheme of Delegation</u> that Governors ratified in September 2025. –Completed.</p>	SFM/ Chair	FGB03	
6.1	<p>The Safeguarding Link Governor (JR) to circulate the report to Governors before next FGB (FGB03) – Completed.</p>	TP	FGB03	
6.2	<p>DHT (HP) to upload Smart log data and records to Governor Hub prior to the next Full Governing Body meeting (FGB03).–Completed. <b>17.12.2025 – Chair’s meeting notes shared during the meeting.</b> The Chair confirmed that completion of the Fire Awareness and NCSC Cyber Security Training for School Staff courses is not required and requested that these items be removed from the training list.</p>	DHT (HP)	FGB03	
8.10	<p>Headteacher (ES) to update the Mobile phone policy to specify that the class teacher is responsible – Completed.</p>	Head	FGB03	
8.10	<p>Head (ES) to issue formal guidance around the Mobile Phone Policy and review FGB03, Clerk to add as agenda item. –Completed.</p>	Head/ Clerk	FGB03	
8.10	<p>Head (ES) to contact LA Safeguarding team for recommendations around the Mobile phone policy and to support communication with parents. –Completed.</p>	Head	FGB03	
12.2	<p>Head (ES) to provide SEF update at next FGB (FGB03) – Completed.</p>	Head	FGB03	
<p><b>4.</b> <b>4.1</b></p>	<p><b>Governor Business</b> <b>Resignations/ Vacancies of the Governing body and recruitment</b> The Vice-Chair (JR) confirmed that no resignations have been received. The The governing body currently has (1) Co-opted Governor and one (1) Parent Governor vacancy.</p>			

<p><b>4.2</b></p>	<p><b>Staff Survey</b> The Chair (TP) is leading on communication and has re-issued the staff survey. To date, 13 responses have been received, and the deadline for completion is Friday 19<sup>th</sup> December. Results will be shared at FGB04. The Head has also held support staff drop-in sessions this week.</p>	
<p><b>4.3</b></p>	<p><b>Succession Planning</b> The Vice-Chair informed all that the Chair (TP) has reiterated his intention to step down as Chair and Governor at the end of the academic year. The Headteacher stressed the importance of appointing a new Chair for the next academic year and encouraged any interested Governors to contact the Chair and Head. Prospective candidates should complete the “New to Chair” course in preparation for taking on the role from September 2026, which coincides with the Ofsted inspection window. Governor (JR) confirmed she is not in a position to take on the role.</p>	
<p><b>4.4</b></p>	<p><b>Governor Training/Briefings</b> The Clerk uploaded the <u>Governing body training report</u> to GovernorHub prior to the meeting, summarising recent training undertaken by Governors. <b>Action05: All Governors are reminded to review their completed courses and book onto <i>Safeguarding for Governors and Introduction to Governance</i> if not already completed.</b> <b>Training attended:</b></p> <ul style="list-style-type: none"> <li>• <b>NW</b> participated in <i>Preparing for Inspection – Updated</i> on 26 November 2025. Feedback was incredibly positive; NW recommended all Governors attend this session as it provides clarity on responsibilities and alignment with the new Ofsted framework.</li> <li>• <b>JR</b> attended <i>Being an Effective Safeguarding Governor</i> on 3 December 2025.</li> </ul>	<p><b>ALL</b></p>
<p><b>4.5</b></p>	<p><b>Monitoring Visits (Curriculum)</b> Due to a reduction in formal monitoring visits, the governing body is moving towards receiving curriculum feedback during Full Governing Body (FGB) meetings. Governors discussed the value of incorporating pupil voice into these sessions to enhance insight. The Maths Lead was unavailable for the recent visit; however, new Governors (FD) and (PD) have been invited to participate in a learning walk. AHTs have gathered pupil voice feedback and will share this at a future meeting. While time constraints make this challenging, Governors agreed it is particularly beneficial for subjects such as Maths. <b>Action06: The Chair (TP) will coordinate a meeting before FGB04 involving FD, PD, TP, and the Assistant Heads to capture pupil voice feedback.</b></p>	<p><b>Chair (TP)</b></p>
<p><b>6.</b></p>	<p><b>Safeguarding</b></p>	
<p><b>6.1</b></p>	<p><b>Termly safeguarding report</b> The Vice-Chair confirmed that the Chair (TP) had met with the Headteacher to review the safeguarding report.</p>	
<p><b>6.2</b></p>	<p>Overall, the findings were positive and demonstrated continued progress. <u>The report</u> was uploaded to GovernorHub prior to the meeting for governors to review. It included an introduction, objectives, an update from the autumn term, actions taken, impact, next steps, conclusions, and recommendations. The report was submitted to support informed oversight and the ongoing development of safeguarding at Pendragon Community Primary School.</p>	

	<p>The Headteacher reminded governors of the importance of being prepared to ask robust safeguarding questions, provide challenge, and maintain scrutiny. This aligns with Ofsted’s emphasis on consistent questioning and assurance at every meeting, rather than deferring such discussions to future sessions.</p> <p><b><i>A governor asked about the emphasis on safeguarding training, its effectiveness, and how staff are supported to understand and fulfil their responsibilities?</i></b></p> <p>The Headteacher confirmed that all staff, including a new member on a zero-hours contract, have completed safeguarding training. The training delivered a consistent message during induction, ensuring clarity and practical application. Monitoring and checks have demonstrated its positive impact. To strengthen understanding, the Headteacher plans to introduce regular quizzes on safeguarding topics, linked to recent updates, to reinforce knowledge and accountability.</p> <p>This term has seen a significant volume of safeguarding logs recorded in Smart log, providing robust evidence of compliance. While most staff have logged, a few teaching staff had not, this was addressed through audit and follow-up. The combination of quizzes and comprehensive logging will support ongoing assurance.</p> <p><b><i>A governor asked how the school is aligning its values, expressed through the REACH ethos, with safeguarding practices?</i></b></p> <p>The DHT explained that REACH has been the school’s guiding ethos for a long time. These values promote positive behaviour for learning, respect for personal boundaries, and celebration of each individual, which together foster resilience. Behaviour concerns are logged in <i>MyConcern</i>, ensuring that all issues are linked to safeguarding. The wider behaviour plan is aligned with REACH, and language has been simplified to make the connection between behaviour expectations and safeguarding clear.</p>	
<p><b>7.0</b></p>	<p><b>Health and Safety (H&amp;S) and Premises</b></p> <p>The Headteacher informed all that the school fence installation has been completed, with payment pending.</p> <p>Additional site improvements are planned for the Christmas break, including plastering, painting, repairing toilets, flooring, and door locks. Some noticeboards will also be removed, and fencing for the preschool remains on the wish list for future works.</p> <p>All risk assessments have been updated and displayed in school.</p> <p>Risk assessments will be shared with teachers in the spring term for collaborative review and identification of any required changes. These will be reviewed regularly.</p>	
<p><b>8.</b></p>	<p><b>Policies for review</b></p> <p>Policies were circulated via GovernorHub prior to the meeting, and Governors were asked to review them in advance. Policies were considered in the order presented and ratified as follows:</p> <p><b>Mobile Phone Policy</b></p> <p>The Headteacher (ES) has updated the policy to clarify that the class teacher holds responsibility.</p> <p><b>Decision – governors ratified the Mobile Phone Policy</b></p> <p><b>Model ICT Policies</b></p>	

	<p><b>Decision – governors ratified the EYFS/KS1, KS2, and Staff e-safety Acceptable Use Policies.</b></p> <p><b>Action07: Clerk to include the Data Protection Policy, Data Retention Policy, and Online Safety Policy on the agenda for the next FGB meeting for consideration and ratification.</b></p>	<p><b>Clerk</b></p>
<p><b>9.</b></p>	<p><b>Head Teacher’s Verbal Update* including Staff Wellbeing</b></p> <p><b>Staff Wellbeing</b></p> <p>The Headteacher reported positive developments in staff wellbeing, including a refurbishment of the staff room to create a calm and welcoming environment. Termly one-to-one meetings with support staff have been successful, resulting in improved attendance and providing staff with regular opportunities to share feedback and suggestions in a constructive manner. Teacher appraisals have been completed, and Teaching Assistant (TA) appraisals are nearing completion. The new appraisal format for TAs has been well received for its user-friendly design, encouraging reflection and engagement.</p> <p>Governor (NW) endorsed these improvements, noting the appraisal process is clear and supportive of individual wellbeing. Advice from the School Improvement Adviser confirmed that formal appraisals for support staff are not mandatory.</p> <p><b>Head Teacher’s Verbal Update</b></p> <p>The Headteacher reported the following key points:</p> <ul style="list-style-type: none"> <li>• Behaviour: Overall behaviour remains positive, with no suspensions or exclusions with some low-level behaviours are anticipated but being managed effectively.</li> <li>• Online Safety: Concerns regarding sexualised content accessed outside school will be addressed through PHSE lessons and planned parent workshops.</li> <li>• Attendance: Attendance has been impacted by seasonal illness, which has affected the scheduling of assessments.</li> <li>• Staffing: One staff member remains on long-term sick leave, confirming absence until at least February 2026. A contingency plan is in place, including securing longer-term supply cover (three days per week) and additional support from TB (former Deputy Head) for two days.</li> <li>• Support from Leadership: (DHT) was thanked for covering Year 6 parents’ evening, which could not be managed by supply staff.</li> <li>• Increased use of supply staff has required additional planning to reduce pressure on the DHT and AHTs.</li> <li>• Additional Support: A new Teaching Assistant has been appointed on a zero-hours contract to support a Year 6 pupil recently diagnosed with autism. The TA will work five mornings per week until August 2026. The pupil has settled well, and the intervention is having a positive impact on learning and behaviour.</li> <li>• Staff Wellbeing: The Employee Occupational Health programme continues to provide valuable support for staff. Festive treats were arranged for all staff as a gesture of appreciation at the end of term.</li> </ul> <p><b>A governor queried whether the pupil supported by the TA, has an EHCP?</b></p> <p>The Headteacher confirmed that an EHCP is in progress. The pupil, currently in Year 6, was privately diagnosed after parental reluctance in Year 4 to</p>	

	<p>pursue assessment. Funding constraints mean costs cannot be backdated. The Headteacher highlighted the budget impact and noted that occasional additional TA support is required in the afternoons.</p>	
<p><b>10.10.2</b></p>	<p><b>Strategic Direction</b> <b>Ofsted Toolkit</b> Governors reviewed the <a href="#">Ofsted School Inspection Toolkit</a> uploaded to GovernorHub prior to the meeting. The Headteacher highlighted key points:</p> <ul style="list-style-type: none"> <li>• Toolkit includes new sections, summarising three areas on one page.</li> <li>• “Needs Attention” indicates areas requiring improvement but already being addressed, positive scoring.</li> <li>• Inclusion focus: APDR and provision mapping rather than solely EHCP referrals.</li> <li>• The toolkit provides an overview of the inspection data summary report (IDSR) - Governors to engage with IDSR and discuss grading of leadership and governance.</li> <li>• Head Teacher’s reports will explicitly link to the toolkit to support governor confidence.</li> <li>• Use SLTAI tool for self-assessment and create a governance action plan.</li> <li>• Current grading: leadership strong; governance requires improvement.</li> <li>• Achievement in writing below national expectations; actions in progress.</li> <li>• Governors to review toolkit, complete self-evaluation, and develop action plans.</li> </ul> <p><b>Action08: All governors to review toolkit and Head to send self-evaluation form in order to create an action plan to move forward.</b> <b>Action09: Ofsted standards to remain a standing agenda item.</b></p>	<p><b>ALL Clerk</b></p>
<p><b>10.1</b></p>	<p><b>SDP/SEF Progress/Update</b> The updated SEF (<a href="#">SEF New Ofsted Dec 2025</a>) aligned with the new Ofsted framework, was shared. Governors noted:-</p> <ul style="list-style-type: none"> <li>• The SEF is now concise and linked to the Ofsted Toolkit for proactive use.</li> <li>• The Headteacher will provide ongoing SEF and SDP updates at each FGB meeting and is collaborating with the School Improvement Adviser on evidence for all categories.</li> <li>• Governance remains an area requiring improvement, with a focus on monitoring, training, and development. Positive feedback from LA adviser visits was highlighted.</li> <li>• Significant curriculum improvements were reported, with reduced behaviour-related disruptions enabling leaders to work strategically.</li> <li>• The SDP is updated half-termly and stored on GovernorHub.</li> <li>• SEND development continues, including APDR monitoring, SMART targets, and capturing pupil voice.</li> </ul> <p>The Vice Chair concluded that the new document layout is clear outlining key areas of development, easy to understand and supports strategic planning. <b>Action10: Headteacher to provide SEF and SDP updates at each FGB.</b> <b>Action11: DHT to report on Curriculum and teaching progress at next FGB.</b> <b>Action12: Focus on SDP review and action plan at FGB04.</b></p>	
<p><b>12.012.1</b></p>	<p><b>Data</b> <b>GDPR Report</b></p>	

<p><b>12.2</b></p>	<p>The Link Governor (NW) reported that the GDPR checklist provided by the DPO in November has been reviewed. Tasks assigned to AHT (NW) and Head have been assessed for completion, with good progress noted on ADPRs and the Data Protection Policy. Questions remain regarding training, and SMART log access has been allocated for Governors, teachers, and TAs. A full data audit has not yet been completed and will be returned to the DPO for an action plan and clearer next steps. The Subject Access Request process and Data Breach Response Plan have not been reviewed; DPO will support these processes. <b>Action13: AHT (NW) to share GDPR action plan and provide an update all at next FGB.</b></p> <p><b>Pupil Premium Report</b> The DHT (HP) shared the <a href="#">Pupil Premium Strategy Statement</a> via GovernorHub prior to the meeting, outlining last year's review, intended outcomes, current activities, wider strategies, and funding. <b>A governor asked how impact and monitoring are tracked?</b> The DHT confirmed interventions are monitored through Little Wandle, INSIGHT, and spreadsheets, with positive pupil feedback. Provision includes in-school and after-school clubs and homework support, particularly for young carers and disadvantaged pupils. <b>A governor asked about impact on the (PP) pupil's wellbeing?</b> Data is collated and reviewed via the Sterling database, to formalise wellbeing checks. SN and the DHT will visit to monitor progress. <b>Decision – governors ratified the Pupil Premium Strategy Statement.</b></p>	<p><b>AHT (NW)</b></p>
<p><b>13.</b></p>	<p><b>Dates of future meetings*</b></p> <ul style="list-style-type: none"> <li>• FGB04 - Monday 26<sup>th</sup> January 2026 5.30pm (school)</li> <li>• FGB05 - Monday 16<sup>th</sup> March 2026 5.30pm (school)</li> <li>• FGB06 - Monday 20<sup>th</sup> April 2026 5.30pm (Virtual)</li> <li>• FGB07 - Monday 18<sup>th</sup> May 2026 5.30pm (school)</li> <li>• FGB08 - Monday 29<sup>th</sup> June 2026 time tbc (school)</li> </ul>	
<p><b>14.</b></p>	<p><b>Consider impact of meeting*</b> Reflect on effectiveness and impact of governance from this meeting.</p> <ul style="list-style-type: none"> <li>• Reports presented a strong and positive picture of school performance and progress, reinforcing confidence in leadership and governance.</li> <li>• Governors were provided with robust scrutiny of the budget position and approved strategic expenditure, ensuring the school remains financially secure and aligned with priorities.</li> <li>• Governors supported actions to improve staff wellbeing, including monitoring the staff survey uptake and endorsing initiatives to address long-term sickness and workload pressures.</li> <li>• Governors demonstrated challenge and oversight on safeguarding practices, ensuring compliance, and promoting a culture of safety across the school.</li> <li>• Governors engaged with the Ofsted Toolkit and updated SEF, strengthening their understanding of inspection priorities and aligning governance actions with school improvement planning.</li> </ul>	
<p><b>15.</b></p>	<p><b>Any other business</b> <b>Thank You</b></p>	

	The Headteacher expressed appreciation to all staff for their hard work and commitment during a particularly demanding term. Special thanks were extended to AHT (NW) and the DHT (HP) for their positive contributions and support throughout this period.	
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The meeting closed at 7.37pm.

**Action Log**

No.	Action	Owner	Timescale
<b>17<sup>th</sup> December 2025</b>			
11	Chair to invite the School Family Worker to attend FGB07 (18 May 2026).	Chair	FGB07
3	Clerk to add an agenda item FGB04 review response of staff survey	Clerk	FGB04
3	Clerk to add confirmation of Pay Committee at FGB04.	Clerk	FGB04
4.4	All Governors are reminded to review their completed courses and book onto <i>Safeguarding for Governors</i> and <i>Introduction to Governance</i> if not already completed.	All	FGB04
4.5	The Chair (TP) will coordinate a meeting before FGB04 involving FD, PD, TP, and the Assistant Heads to capture pupil voice feedback.	Chair	FGB04
8.0	Clerk to include the Data Protection Policy, Data Retention Policy, and Online Safety Policy on the agenda for the next FGB meeting for consideration and ratification.	Clerk	FGB04
10.2	All governors to review toolkit and Head to send self-evaluation form in order to create an action plan to move forward.	All	FGB04
10.2	Ofsted standards to remain a standing agenda item.	Clerk	Ongoing
10.1	Headteacher to provide SEF and SDP updates at each FGB.	Head	Ongoing
10.1	DHT to report on Curriculum and teaching progress at next FGB.	DHT	FGB04
10.1	Focus on SDP review and action plan at FGB04.	All	FGB04
12.1	AHT (NW) to share GDPR action plan and provide an update all at next FGB.	AHT	FGB04

**Future Agenda items**

FGB04 26<sup>th</sup> January 2026

- Monitoring of disadvantaged groups - SDP Objective 4 (Enhancing Pupil’s Personal Development)
- Review response of staff survey.
- Confirmation of Pay Committee
- Data Protection Policy, Data Retention Policy, and Online Safety Policy
- Governance Ofsted toolkit action plan
- Ofsted \*Standing agenda item\*
- SEF and SDP update
- Curriculum and teaching progress
- GDPR – action plan