

# 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 14<sup>th</sup> November 2022 at 6.30pm

**Present:**

<b>Emily Samuels (ES) – Head</b>	<b>Annette Gear (AG)</b>
<b>Babs Nichols (BN) – Chair</b>	<b>Annika Bennett (AB)</b>
<b>Tracey Brown (TB)</b>	<b>Tom Pinnock (TP)</b>
<b>Anya Poole (AP)</b>	<b>Marika Chapman (MC)</b>
<b>Richard Tolley (RT)</b>	
<b>Natalie Willmore (NW)</b>	

**In attendance:** **Lorna Lawrence – Clerk**

		Action owner
1.	<b>Welcome and apologies for absence.</b>  BN welcomed everyone to the meeting and thanked everyone for attending.  Apologies received and accepted from James Fletcher and Katie Thompson.  The meeting was quorate.  No new declarations were made.	
2.	<b>Minutes of previous FGB meeting (23/09/22) and EGB (20/10/22) &amp; Matters arising</b>  The minutes from the FGB were accepted as an accurate record.  The actions were discussed. The data retention model policy has been sent to <b>JF for review against the Pendragon policy.</b> Action 2 from 27 <sup>th</sup> June 2022 is still open, it is suggested that <b>JF speak to the DPO for clarification and then update the headteacher.</b> Attendance figures don't get sent out by Jonathan Lewis anymore but the <b>headteacher will send them out weekly until Christmas</b> and then it will be reviewed to see if it is beneficial. It was confirmed that committee attendance will be updated on the website on a termly basis.  The minutes from the EGB were accepted as an accurate record. <b>A governor asked if there had been any feedback from staff?</b> No there hasn't been.  The action grid was updated from both meetings.	<b>JF</b> <b>JF</b> <b>Head</b>
3.	<b>My Concern training</b>	

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	This agenda item has been moved to later in the meeting.	
4.	<b>Headteachers report</b>  This agenda item has been moved to later in the meeting.	
5.	<b>Committee reports</b>  Personnel – met on 18 <sup>th</sup> October and discussed the pay policy, exit interview. The minutes have been circulated to all governors. Governors discussed governor communication and to ensure that the subject line clearly states whether action is required or for information only. 1 new appointment has been made for 2 days a week. A further TA has resigned, looking at a potential fixed term position. Next meeting is on 29 <sup>th</sup> November. Payroll issues have been addressed but need to be monitored in December & July. The Financial Secretary will have to work in holiday time to get the payroll completed (part of employment contract of 5 additional work days). EPM have apologised for this issue and agreed to refund one month's charge to compensate for additional work caused. To reduce workloads, e-mail protocol was discussed <b>Decision Where Head/Deputy do not need to be included it was decided to remove them from the Governor List, and to ensure prompt responses, e-mail correspondence should be annotated for Action or Information</b>  Resources & Health and Safety – the committee meeting has not met yet but there has been a meeting to look at the finances. Governors had a discussion about the pre-school fees, the under two rate was based on getting the government funding, but they aren't getting it. Some investigation has taken place in to what other settings in the local area charge and the proposal is to increase the fees from £15 per session to £18. The school would like this to start in January for the under three's. <b>Decision – governors are in agreement to increase the pre-school fees for under threes.</b> The charging for the over 3's will be reviewed by the resources committee. The broader pros and cons of having under 3's at the setting will be discussed at the next FGB. The broadband contract is due for renewal. The quote is £5175, this is with Eastnet which is the company geared to the academic sector. Governors are happy to go with it but RT will double check the budget and what the school paid last year. General curriculum and maintenance budgets are close to being spent, there are a few places that that could give more budget. The DfE have updated the pupil premium guidance. There will be an increase of £1925 to each pay scale for support staff. The letting policy needs to be re-visited.	FGB

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3.	<b>My Concern Training</b> The headteacher took the governors through My Concern and how to log a concern.	
4.	<b>Headteachers report</b> The report was circulated prior to the meeting. It was confirmed that PPG stands for Pupil Premium Grant and GRT stands for Gypsy Romany Traveller. It was highlighted that numbers are on the increase with 2 more children starting. <i>A governor asked about the impact of the exclusions</i> There are three children at risk of permanent exclusion. It has been flagged to the exclusion team and the SEND team. Two of the three have social workers. The advice given is zero demand. It is requiring a lot of adult input. One child is on a reduced timetable and this is being investigated for the other two. <i>A governor asked what would cause to exclude for a week?</i> This would be a lot of factors, there is new guidance on this. <i>A governor asked how the parents have reacted?</i> They have been understanding so far.	
6.	<b>Safeguarding</b>  The safeguarding report was circulated prior to the meeting. A safeguarding meeting was held on 26 <sup>th</sup> September. Everyones safeguarding training is up to date. <i>The child protection policy on the website isn't up to date. The headteacher will look into this.</i> The SCR has been checked. It was noted that there have been positive safeguarding visits.	<b>Head</b>
7.	<b>Data Review</b>  The graphs in the headteachers report were finishing the year. The yellow shows the difference in year. It was noted that when looking at the progress achieved from year 5 to year 6 this is a great achievement. The results don't reflect that as it is looking at their progress from year 2. This cohort of children had a big interruption due Covid. The IDSR (Inspection Data Summary Report) was published a week ago. The main headlines are the phonics result was fantastic. The less positive areas are writing, progress in maths in KS2 and grammar, punctuation and spelling. The school are aware of this. 2 year groups have had help from a maths advisor. The catch up funding will also be spent on maths this year, and some other useful maths resources have been purchased. Talk for writing is proving popular and will aid with the gaps in writing and grammar, punctuation and spelling. It will be a whole school effort.	

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	Cluster meetings are up and running again which will also prove to be helpful.	
<b>8.</b>	<b>Policies to review</b>  The following policies are currently being worked on: Attendance Charging & Permissions Spiritual, Moral, Social and Cultural Library Homework Educational Visits Teaching & Learning  <i>Governors had a discussion about the uniform policy. BN to research the requirements for it.</i>	<b>BN</b>
<b>9.</b>	<b>Governor visits</b>  The headteachers induction part 1 has been completed. SEND/PP visit has been uploaded Autumn 1 Visit Reports were discussed	
<b>10.</b>	<b>Governor Training</b>  BN attended the termly briefing - slides were available on GovHub NW has completed her governor induction and health and safety training TP and MC have completed their safeguarding training MC has completed HTPM training	
<b>11.</b>	<b>Budget &amp; Staffing – Confidential</b>  This agenda item is covered in confidential minutes	
<b>12.</b>	<b>Dates of meetings for academic year</b>  23 <sup>rd</sup> January 6 <sup>th</sup> March 8 <sup>th</sup> May - although this may need to move dependent on Budget Dates and BH for Coronation 19 <sup>th</sup> June  The start time for these meetings will be 6.30pm	
<b>13.</b>	<b>Consider impact of meeting</b>  Budget challenges throughout the school	

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	Education catch up priorities based on data Safeguarding - report, training, CP Policy and My Concern Staff Well-being - pay issues	
14.	<b>Any other business</b>  Discussed the potential requirement to change hours, the understanding is that there will be a consultation with parents and they will need one terms notice. <i>The head will check the process and let governors know.</i>	<b>Head</b>

The meeting closed at 8.35pm

### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from 27<sup>th</sup> June 2022</b>			
2	<i>Investigate signing of privacy notices – JF to speak to DPO and update head</i>	JF	22/07/22
<b>Actions from 23<sup>rd</sup> September 2022</b>			
1	<i>Complete pecuniary interest on governorhub</i>	All governors	30/09/22
2	<i>Complete the governor expectations document</i>	JF	
6	<i>Governors to think of ideas to raise pre-school awareness</i>	All governors	
8	<i>Monthly health and safety newsletter to be circulated to RT</i>	Head	
12	<i>Payroll issue with EPM to be monitored</i>	AP	
<b>Actions from EGB 20<sup>th</sup> October 2022</b>			
4	<i>Contact EPM for Redundancy Matrix Advice</i>	Head/AB	ongoing
<b>Actions from 14<sup>th</sup> November 2022</b>			
1	<i>Data retention policy to be reviewed</i>	JF	
2	<i>Attendance figures to be sent out weekly</i>	Head	
3	<i>Look into current child protection policy and check it is on website</i>	Head	
4	<i>Research requirements for uniform policy</i>	BN	