

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes



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

Minutes of the Extra Ordinary Full Governors Meeting

Held on Wednesday 21st May 2025 at 5.30pm via Teams.

Governor Support, Questions and Challenge raised in advance of the meeting.

A governor asked why has SEWN funding been underspent? Does it mean that funding received for SEN pupils has not benefitted them?

It hasn't been underspent; we had more funding (£15,358) than we originally budgeted for

A governor asked what does £37,741 for "admin staffing" mean?

The underspend in admin staffing was due to the fact a TA had an incorrect service term on SBS and was accounted for in the admin staffing budget.

A governor asked, Budget 2025/26, what does "Sports Grant reduced to £12,000 to compensate for overspend in 24/25" mean?

The sports grant was overspent by £5,000 in 24/25, so the expenditure budget for 25/26 has been reduced by £5,000.

A governor asked why has kitchen maintenance budget more than doubled?

Some of the carry forward from 24/25 has been allocated to the kitchen maintenance budget for 25/26 in anticipation of the rationale and mixer needing to be replaced soon.

A governor asked with the £50k in building maintenance for 25/26 what is the plan with the other £30k after you have done the carpet/ fence?

Allocated for the other maintenance that occurs during the year, including all the compliance checks. £30k is fairly standard as a school's maintenance budget for a year for a Primary of our size.

A governor asked do we need the supply TA if we are going to have a reduced number of EHCPs come September?

The school will not need a weekly TA supply; however, the school would like to be cautious and have it in the budget in case the school needs a 1:1 due to staff absence. The school does not pay for absence insurance for support staff therefore the school may need to buy in supply cover.

A governor asked is the sport premium budget going to be overspent by £5k again this year do you think?

The school hasn't had it confirmed that the Sports premium will be allocated this year. The DFE have a webinar on 5.6.25 where they will announce the new requirements. Currently the school does not know if this money will even be allocated, if it isn't the school won't spend it. If the money is allocated in the same way the school does not predict an overspend.

PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes



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

Minutes of the Extra Ordinary Full Governors Meeting

Held on Wednesday 21st May 2025 at 5.30pm via Teams.

A governor asked that as the Sport coaching is down as a budget of £2.9k but we spent YTD £9.5k (24/25). Is this going to happen again 25/26?

Sports coaching was introduced as in house 'Alternative Provision' for children awaiting EHCPs and/or temporary reduced timetable. Those children are leaving us this summer.

A governor asked that although the school has fewer EHCPs, not all SEN students have them, and still require support. Additionally, loss of SEN are identified during the See, Plan, Do, Review process during their primary school years. The concern is the added strain on the class teacher to support SEN and potential SEN students through these elements without extra TA support?

Resolution: All Governors approved the 2025-26 budget which included: -

Total revenue income of £1,773,011.00

Total revenue expenditure of £1893,188.00

Revenue balance this year 24/25 of (deficit) -£120,176.00.

Revenue balance carry forward 24/25 of £138,959.00

Carry forward 25/26 at the end of March 2026 of £18,783.00

Action: SBM (CM) to submit the approved 2025-26 budget to the Local Authority.

The Chair thanked SBM (CM) for all her financial support and additional work provided to the school whilst aligning and supporting Pendragon's new School Business Manager, Pamela Duff in her new role.

The Headteacher took the opportunity to introduce the School Business Manager, Pamela Duff to the Governing body.

The Chair proposed to the Governing body nominating the School Business Manager, (SBM - PD) as an Associate member.

Decision: The board unanimously voted SBM - PD as Associate Governor; As a result, SBM – PD was appointed.

The meeting closed at 5.43pm.