

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 at Pendragon Community Primary School on Monday 27 January 2020 at 7.00pm

Present:

Carol Shaw (CSh) – Head	Pam Strowgger (PS)
Babs Nichols (BN) – Chair	Stuart Umney (SU)
Tracey Brown (TB)	Kim Robichaud (KB),
Anya Poole (AP)	Jake Turner (JT))
Beth Walliker (BW)	Katie Vickers (KV)
Richard Tolley (RT)	Olivia Myson (OM)

In attendance: **Janine Prosser – Clerk**

		Action
1.	<p>Welcome and apologies for absence.</p> <p>BN welcomed everyone to the meeting.</p> <p><u>Decision:</u> Apologies were received and accepted from James Fletcher (JF) and Helen Birdsall (HB).</p> <p>The meeting was quorate.</p>	
2.	<p>Declarations of Interest.</p> <p>There were no new declarations of interest.</p> <p>Standing interests:</p> <ul style="list-style-type: none">• OM is Co-Chair of Friends of Pendragon School• HB works as Finance Officer in the school.	
3.	<p>Ofsted Updated and Actions from 2016</p> <p>CSh delivered a presentation which will be shared with governors. The following points were raised:</p> <ul style="list-style-type: none">• Ofsted can call Monday to Wednesday between 10:30 – 14:00• It is expected there will be two inspectors for two days• CSh will provide them with information for their arrival.• The timetables will be reviewed to ensure that they will match what the inspector will be looking for.• Parent view is available at all times, and parents will be reminded about this after half term.• The school council are doing a pupil questionnaire after half term.• The parent questionnaire will be the same as the Parent View 2019 questions, so this will be data to provide to the inspectors. CSh will be collecting this at parents evening.	

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- The website will be audited.
- The report is written for parents not the school, so doesn't provide feedback to school staff. *Watchsted* provides copies of recent Ofsted reports and these are shared with staff.
- Inspectors carry out a range of activities.
- It is likely there will be joint lesson observations. At the moment feedback is that inspections are currently inconsistent, while the new framework beds in.
- They will complete work scrutiny and see where it sits in the learning plan.
- They will review the quality of the curriculum, looking at how and why lessons are being taught. The foundation subject leaders will share how they will upskill the foundation subjects, these are supported by the Senior Leadership Team.
- Pupil premium and safeguarding will be reviewed. Policies will be readily available.
- CPD and workload may be areas asked of leadership and governors.
- Behaviour and attitudes across the school day, including lunchtimes will be assessed.
- There will be a deep dive in reading. There will be other focus points, the school may get some say in this but it is dependent on the inspector. If this is data driven it is likely this will be writing or maths.
- CSh will provide information on what a deep dive entails to governors.

Challenge and discussion

- **A governor asked whether all the documentation required for Ofsted was readily available.**
These are all ready to go.
- **A governor asked whether governance can be evidenced online by giving them access to the SharePoint.**
The documentation could be put into a folder to be downloaded for them.
- Governors suggested that it is made explicit that the questions on the parent questionnaire are based on Ofsted.
- **A governor asked whether the children are made aware of Ofsted visiting.**
They are advised there will be visitors in school. People currently visiting the school are encouraged to visit the same areas so children are used to people coming in to ask them about their learning.
- **A governor asked about the school's choice for deep dive reviews.**
This would be history, PE or geography.
- **A governor asked how far back they will look for data.**
This will be for three years.
- **A governor asked who will be in the feedback meeting**
The LA, SLT and BN will be there.

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	<ul style="list-style-type: none">• A governor asked about the expectations of governors during an inspection Governors will be given a timeslot and those who are able to attend are encouraged too <p>22/19 ACTION: CSh to share presentation and deep dive information on SharePoint for governors.</p>	CSh
4.	<p>Governance Audit</p> <p>The report was circulated prior to the meeting. Many of the items have been addressed following the last meeting. BN noted that the report did not reflect the conversation that BN and CSh had with the person doing the review at the time. The following recommendations were made.</p> <ul style="list-style-type: none">• The website should be kept up to date.• TORs for committees should go on the website.• Governance on the website needs updating– the clerk is reviewing this.• RAP governor element needs to be reviewed for the autumn term (on today's agenda). The spring term will be assessed at the next FGB.• Standardised agendas to be used across committees.• Move towards a Circle governance structure with less committee responsibility.• Link governors to be allocated to subjects – this is now complete.• Training link governor – this is no longer required as governors update the training log themselves after each training session.• Training to be discussed at FGB meetings.• Skills audit to be completed – this was last completed in 2018. This will be revisited in 2021 unless there is a significant governor turnover. Vacancies have been advertised with skills requirements.• Monitoring to be evidenced in FGB minutes – the governor visits policy is to be reviewed at this meeting.• A timetable of visits was suggested. This will be a standing items on the FGB agenda going forward.• Policy review to be evidenced in FGB minutes – this is being done in committees.• Governor information more explicit on the website - this is now a separate tab on the website.• Overall FGB picture to become clearer. This has been addressed as above.• Termly website audits. JT to complete this again this term.• Subcommittees to discuss impact for the strategic direction of the school. The new governance monitoring form has an impact section on it.• Governance impact document has been suggested for committees, to be reported at FGB as a standing item in committee updates.	

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	<p><u>Challenge and discussion</u></p> <ul style="list-style-type: none"> • A governor asked when inspectors are told which school they are attending This is not known – BN will ask. • Governors noted the suggestion regarding the agenda was not appropriate to all committee agendas. • Governors prefer to complete delegation of duty to committees rather than increasing meeting length. • Governors noted minutes for all committees are available to governors and governors are able to attend the meetings of any committees. • A governor asked whether there is contact us section on the website which might require data encryption. JT will look into this <p><u>Decision:</u> All governors present were in agreement to not adopt a standardised agenda format for all committees.</p> <p><u>Decision:</u> All governors present were in agreement to keep the current governance structure and committee functions.</p> <p>23/19 ACTION: JT to repeat the website audit.</p> <p>24/19 ACTION: BN to find out how much prior knowledge inspectors have of inspections.</p> <p>25/19 ACTION: JT to look into data encryption requirements with the website contact us section</p> <p>26/19 ACTION: Training, Visits and Impact to be put as standing items on the FGB agenda for discussion and documentation.</p>	<p>JT BN</p> <p>JT Clerk/BN</p>
5.	<p>Foundation Subject Development and Link Governors</p> <p>The subject leader plan and SMSC summary was tabled at the meeting. CSh noted:</p> <ul style="list-style-type: none"> • The subject leader plan is part of the CPD package. • This half term the subject leaders are doing pupil interviews. • Next half term work scrutiny on foundation subjects will be completed. <p><u>Challenge and discussion</u></p> <ul style="list-style-type: none"> • A governor asked what subject leaders will ask the pupils in interviews They are asking their views on the subject. These questions can be used also on governor visits. • CSh requested that she is copied in to governor visit requests from teachers 	

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6.	<p>Minutes and matters arising from the last Full Governing Body meeting (18/11/19).</p> <p><u>Decision:</u> The minutes were agreed as a true record and signed by the Chair.</p> <p>Matters arising:</p> <ul style="list-style-type: none">• 4/19 - RT is now getting the newsletter.• 6/19 – Notification process for the LADO – not discussed.• 8/19 – Cultural Capital – this item has been deferred to the next meeting• 9/19 – The website audit has been uploaded• 10/19 – Mobile access to the website – CSh reported this is complete.• 11/19 – How provisions are shared with and evaluated by governors for SEND – not discussed.• 12/19 – Clerk to update website going forward – the clerk now has access.• 13/19 – Premises to review the Anti-bullying policy – complete.• 14/19 – the Self-Evaluation document was provided• 15/19 – Best practice examples of impact statements in the minute - there were not many examples of this available. Governor services made some suggestions which were shared with BN.• 16/19 – Training log to be completed by governors on an ongoing basis.• 17/19 – The standards committee reviewed the governor visit policy at the last meeting.• 20/19 - CSh has received details of mobile settings from JT• 21/19 - SU responded to the budget consultation. <p>All other actions are either complete or on today's agenda.</p>	
7.	<p>Committee Reports</p> <ul style="list-style-type: none">• Finance – SU reported the next meeting will be on 12 March 2020. The school are awaiting the funding information.• Premises (incl. H&S) – The committee met on 25th November 2019 and 23 January 2020. The minutes have been circulated for both. There is a walk around planned and an ongoing decoration log. There is potential that the insurance may cover the cost of cutting the hedge.• Personnel – AP reported the last meeting was 6 November 2019. The minutes have been circulated. There is a member of staff due to go on maternity leave shortly. The next meeting is 12 February 2020.• Salary – this committee only meets in the autumn term.• Standards (including SEND/PP) – The minutes of the meeting on 5 December 2019 have been circulated. The next meeting is 5 February 2020.• Early Years – CSh reported the last meeting was in October 2019. The next meeting is 6 February 2020. There was a call from Ofsted for a visit but this is not required as they are now on the school's Ofsted registration.	

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8.	Head Teacher Report CSh advised there is nothing further to report at this time.	
9.	RAP Review CSh tabled the autumn term report, where the Governance section (6.2) needs to be updated. <u>Challenge and discussion</u> <ul style="list-style-type: none"> • BN proposed that parts 1 and 3 are green RAG rated as they are complete. These will come off. • Part 2 (training) to be amber and go back on to the spring RAP. • A governor asked if there were any other items to add for the spring RAP. It was suggested this should include governors demonstrating impact of their actions, governors to make initial contact with their subjects' links and governors understanding the subject action plans. <u>Decision:</u> All governors present were in agreement to RAG rate the autumn RAP as follows <ul style="list-style-type: none"> • Parts 1 and 3 are green RAG rated. • Part 2 to be training to be amber and go back on rate 6.2 green for spring term. <u>Decision:</u> All governors present were in agreement to set an objectives for the spring RAP as follows <ul style="list-style-type: none"> • Demonstrate impact in their action • Make initial contact with their subjects • To understand the subject action plan. 27/19 ACTION: CSh to update the RAG document as above.	CSh
10	Governor Training The following training has been completed: <ul style="list-style-type: none"> • BN/CSH – Ofsted – feedback provided above. • BN - Safer Recruitment – fed back to Personnel. <i>The impact of this training is that governors are assured the school is complying with Safeguarding guidance and recruitment processes.</i> • RT completed his New to Governance training on 26 November 2019. • KR completed Prevent training in December 2019. • OM has completed Prevent and Safeguarding training in her professional role. 	

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	<p>The following training has been booked:</p> <ul style="list-style-type: none"> • BW – New to Governance on 5 February 2020. <p>All to remember to update the training log on the SharePoint when they attend training (ACTION 16/19).</p>	FGB
11	<p>Governor Visits</p> <p>The following formal visits have been completed:</p> <ul style="list-style-type: none"> • BN has started an early year's visit and will complete this with AP and KV on 3 February 2020. • BN, BW, JT and JF attended the open maths lesson. • The Foundation Stage Play was attended by BN. AP and KR. • BW has completed Sandcat class assembly. <p>The following visits are booked:</p> <ul style="list-style-type: none"> • AP to complete induction training on new staff. • PS to do a SEND visit. CSh suggested SEND Code of Conduct to be read before the meeting <p>Governors are encouraged to record visits after they have attended.</p> <p><u>Challenge and discussion</u></p> <ul style="list-style-type: none"> • A governor asked whether crèche facilities can be available to open lessons There is no staff or space available to facilitate this at present. Volunteers holding a crèche would need to comply with safeguarding requirements. 	
12	<p>Policies</p> <p><u>Attendance Policy</u></p> <p>This policy was circulated prior to the meeting, although not all governors had access. The governors who had read the policy were happy to adopt it.</p> <p><u>Decision:</u> All governors present were in agreement to redistribute the policy to ensure all governors had the chance to read it. Feedback was requested by 31 January 2020 and if there were no changes, then governors agreed to adopt this policy.</p> <p><u>Governor Visits Policy</u></p> <p>This policy was circulated prior to the meeting.</p>	

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	<p><u>Challenge and discussion</u></p> <ul style="list-style-type: none">• A governor asked if there have been major changes. This has been updated to reflect the new Ofsted framework and made more user friendly. <p><u>Decision:</u> All governors present were in agreement to adopt this policy.</p> <p>28/19 ACTION: BN to update the policy schedule accordingly.</p>	BN
13.	<p>Any Other Notified Business</p> <p><u>Proposed Governor</u></p> <p>BN has been approached by someone who would like to become a governor. They currently live in the village and have an education background, with no children at the school.</p> <p>BN proposed she was accepted an associate governor.</p> <p><u>Decision:</u> All governors present were in agreement to invite her to apply to become an associate governor.</p> <p><u>Burwell House</u></p> <p>TB advised the school has sent a survey out to parents with a view of looking to extend the Burwell House trip to two nights. The responses received showed 72% in favour of extending the trip and 62% would be willing to pay an additional £50 to facilitate this (the additional cost). There were 7 people who thought it was not appropriate.</p> <p><u>Challenge and discussion</u></p> <ul style="list-style-type: none">• A governor asked what the objective for the trip was. To encourage children to team build and prepare them for staying away from home.• A governor asked if this would be done at the same time or two separate trips This would be two separate visits over consecutive weeks. <p><u>Decision:</u> All Governors present agreed that the school should trial this for this year to see how this is received, then make a decision for future years.</p>	

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	<p><u>Stakeholder Voice</u></p> <p><u>Challenge and discussion</u></p> <ul style="list-style-type: none">A governor requested a question on “your favourite thing about Pendragon” be used in Parent and Pupil questionnaires, so quotes can form a visual display. <p><u>MAT</u></p> <p>CSh has attended a MAT options meeting with other local schools Swavesey Primary school would like to make a decision by the end of the academic year. There will be a visit to the regional commissioner to discuss options. There will be further links between school contracts, such as those made with Bromcom, along with more work done on linking the schools together further.</p> <p>29/19 – ACTION: BN to ask interested party to apply for the role of associate governor.</p> <p>30/19 – ACTION - TB to trial Burwell house for two nights</p> <p>31/19 ACTION – A question about favourite things about Pendragon to be added to the questionnaires (parent and pupil).</p>	<p>BN</p> <p>TB</p> <p>CSh</p>
12.	<p>Date of next meeting</p> <p>16 March 2020</p> <p>Future dates:</p> <ul style="list-style-type: none">27 April 2020 (budget submission dependent)22 June 2020	

The meeting closed at 21:18