

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 17th March 2025 at 5.30pm at Pendragon School

3.	<p>Minutes, including confidential minutes, of previous FGB meeting (3rd February 2025) & Matters arising and review of open actions.</p> <p>The minutes, including confidential minutes were accepted as an accurate record.</p> <p>The open actions were discussed and reviewed.</p>			
	No.	Action	Owner	Timescale
	Actions from meeting 25th November 2024			
	7.0	<p>Headteacher and TB to consider the monitoring questioned linked to last year's SDP and confirm if they apply to this academic year. – <i>Ongoing.</i></p> <p><i>17.03.25 The Chair of Curriculum and Standards Committee (TB) made a few amendments to the monitoring visit report form by adding four questions for Governors to ask the Subject Lead. Those questions being:</i></p> <ol style="list-style-type: none"> <i>1. How do you ensure all children make progress</i> <i>2. What is the Lead's subject enrichment experience, enthusiasm, attainment, and commitment to learning in the area?</i> <i>3. Are the foundation styles prepared for next steps?</i> <i>4. How do you ensure skills and knowledge is in line with curriculum objectives.</i> <p><i>This led to governor discussions, with an agreement to include "adaptation" within the wording of the first question and an explanation of its meaning and context.</i></p> <p><i>New follow-on action created 17.03.2025.</i></p> <p><i>TB to amend the first question and recirculate to all governors.</i></p> <p><i>PE – Subject Lead</i></p> <p><i>For Sports Premium, PE has a budget allocated, therefore it was agreed that it would be beneficial to undertake sports premium monitoring with provision and questions outlined.</i></p> <p><i>New follow-on action created 17.03.2025.</i></p> <p><i>RM to create provision and questions for PE subject monitoring.</i></p>	TB	Spring 2 FGB
	12.3	<p>Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit. – <i>Ongoing, however the headteacher confirmed that this is not a requirement of the health and safety audit. The SLT are meeting next week to look at the gaps for recirculation at the next FGB (28th April 2025).</i></p>	Head	Spring 2 FGB
	Actions from meeting 3rd February 2025			

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4	Headteacher and TB to look at Governor Hub file management, specifically monitoring visit filing, as part of curriculum and standards meeting. – <i>Complete</i> The Chair of Governors, TP, informed all that there is now a visit section in Governor hub for recording visits and uploading file reports showing evidence of monitoring and follow up. All agreed that this recording system would be good to use moving forward for governor monitoring visits. New follow-on action created 17.03.2025. All Governors to populate the recording of monitoring visits and uploading files to the visits section in Governor hub for all monitoring visits during 2024/25 academic year.	All	Spring 2 FGB	
4	Headteacher to create a Governor monitoring visit calendar spreadsheet SharePoint file and link to Governor Hub, and then for all Governors to confirm they have live edit access to the document. – <i>Complete</i>	Head	Spring 2 FGB	
4	All Governors to collate any additional questions for the SIA to send to Chair (TP) by the end of next week. – <i>Complete</i>	All	End of next week	
6	Chair (TP) to request the SEND report from SN. New follow-on action created 17.03.2025. SN to upload SEND monitoring report, 21 st November 2024 to visits section in Governor hub.	SN	Spring 2 FGB	

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6	<p>Chair (TP), to review the Pupil Premium (PPG) report and provide scrutiny and challenge. TP to then distribute to all Governors for review and feedback. <i>All governors agreed that the report was professionally written.</i> <i>Governor questions followed: -</i> A governor asked what led to the shortfall in spending last year? <i>The headteacher confirm that this relates to budgeting to buy an item/service, but the purchase did not take place.</i> A governor asked with an increase of Pupil Premium (PP) pupils with SEN needs, how does this impact the SENCOs workload from September 2025? <i>With fewer pupils in the school this will result in a decrease in SEN needs.</i> A governor asked, with the reduction in SEN and EHCPs from September 2025, can the teaching assistants (TAs) be repurposed? <i>Yes teaching assistants can be repurposed by providing support in classrooms.</i> A governor asked, with less pupils for September 2025, will this automatically increase SEND proportion? <i>Evens out, possibly 1 showing SEND needs.</i> A governor asked if it would be possible to have a SENCo assistant? <i>Yes it would be possible to have a SENCo assistant role, however a teaching assistant (TA) with ELSA (Emotional Literacy Support Assistant) and who is a Young Carer Champion could assist with paperwork, administration and EHA (Early Help Assessment) forms, with the SENCo primarily focusing on providing expertise and support.</i> A governor asked if the academic research key could be included in the PPG format? <i>New follow-on action created 17.03.2025.</i> <i>Yes, HP to amend the document accordingly.</i> <i>New follow-on action created 17.03.2025.</i> Headteacher to provide governors with an estimate of EHCPs from September 2025 onwards.</p>	HP Head	Spring 2 FGB Spring 2 FGB	
7	<p>Headteacher to discuss the SFVS procedure with Catherine Mitchell and to update Chair (TP) to agree next steps. <i>Deadline for SFVS submission is 31st March 2025. – Complete</i></p>	Head & TP	ASAP	
8	<p>Clerk to add SDP as a standard agenda item for every other FGB meeting. Look at the SDP and map progress. – <i>Complete</i></p>	Clerk	Summer 1 FGB	
9	<p>TP, Chair (TP) to take a lead on configuring the HT Appraisal Review Committee before the next FGB. SN agreed to form part of the HT Appraisal Review Committee with KG and AB. – Complete</p>	TP	ASAP	
10.1	<p>Clerk to action all paperwork for RM appointment as Co-opted including training/briefings for RM to attend. – <i>Complete</i></p>	Clerk	ASAP	

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	<p>10.2 Chair (TP) and Clerk to agree a concept to present at the next FGB (March 2025) with the intention of implementing the Circle model of school governance at the end of the summer term 2025.</p> <p><i>The Chair explained the Circle model of governance to the governing body and informed all that the Circle model does not allow associate members.</i></p> <p><i>With the potential of 3-4 Governors interested in joined the governing body there is less of a requirement to consider the circle model of governance.</i></p> <p><i>With AB and TB leaving at the end of summer term 2025, reconsider the Circle model at a later date.</i></p> <p><i>New follow-on action created 17.03.2025.</i></p> <p><i>TP to contact Chris Sutton, LA Strategic Lead for School Governance to seek advice on all models of governance.</i></p>	TP	Spring 2 FGB	
<p>4. 4.1</p>	<p>Governor Business</p> <p>Resignations/vacancies of the Governing body and recruitment</p> <p>The Chair (TP) informed the Governing body that no Governor resignations had been received.</p> <p>The governing body currently has (2) Co-opted Governor and two (2) Parent Governor’s vacancies.</p> <p>Potentially 3-4 Co-opted Governors interested, all applications had been received via Governor services.</p> <p>The Governing body discussed one very experience’s potential candidate’s application. The potential candidate has a background in headship, governance, SEND and safeguarding.</p> <p>As a result, all Governors present collectively agreed, with a show of hands, to appoint the candidate, Judy Ross as Co-opted Governor.</p> <p>Three parents have shown an interested in the parent Governor vacancies, with one application form received.</p> <p>Action01: Chair (TP) to chase the two potential parent governors outstanding application forms.</p>	<p>Chair (TP)</p>		
<p>4.2</p>	<p>Circle model</p> <p>The governing body discussed the circle model of school Governance in detail as detailed in the action log, agenda item 3 as part of action item 10.2, 3rd February FGB meeting.</p>			
<p>5. 5.1</p>	<p>Governor Monitoring and Development</p> <p>Governor training/briefings</p> <ul style="list-style-type: none"> The Chair (TP) will be attending Being an Effective Safeguarding Governor on 18th March 2025. RM will be attending new to Governance Induction on 24th April 2025. The Vice-Chair (AB) advised KG and SN to attend the Headteacher’s Performance Management Review training as they now both form part 			

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<p>5.2</p> <p>5.3</p>	<p>of the Headteacher Appraisal Performance Management Committee (HTPM).</p> <p>Monitoring visits</p> <ul style="list-style-type: none"> • The Chair (TP) conducted a Maths Link Governor monitoring visit on 28th January 2025, the written report has been uploaded to Governor hub, and a Safeguarding and SCR check monitoring visit on 10th March 2025. • SN conducted a SEND Link Governor monitoring visit on 21st November 2024 and 7th March 2025. Reports to be written and uploaded to the visit area in Governor hub. No outstanding actions from the visit. • TB and KG conducted an English Link Governor monitoring visit focusing on Early years phonics. Report to be written and uploaded to the visit area in Governor hub. No outstanding actions from the visit. • KG conducted a Wellbeing Link Governor monitoring visit. Report to be written and uploaded to the visit area in Governor hub. No outstanding actions from the visit. <p>Pupil Premium (PPG) Report</p> <p>The governing body discussed the Pupil Premium (PPG) Report in detail as detailed in the action log, agenda item 6 as part of action item 6, 3rd February FGB meeting,</p>	
<p>6.</p>	<p>Safeguarding</p> <p>The Chair (TP) conducted a Link Governor Safeguarding monitoring visit on 10th March 2025. The safeguarding report was uploaded to Governor hub in advance of the meeting.</p> <p>Governors were specifically made aware of: -</p> <ul style="list-style-type: none"> • Single Central Record (SCR) identified a few issues. • Reviewed paperwork supporting the SCR. • Headteacher attended/will attend safety training. • Senior Leadership Team (SLT) increased users of myconcern, with several small items outstanding • Reduction in suspensions on last year and academic year so far. • E-safety covered prominent topics, and a digital leader is in place. • Noted the change in format of the safeguarding report. <p>Governor questions, challenges and scrutiny followed.</p> <p><i>A governor asked the reasons behind the increase of sexualised behaviour/language since September?</i></p> <p>The headteacher confirmed that the sexualised language is not always extreme and that those pupils with complex needs tend to use extreme language.</p>	

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	<p>The school has limited resources, and there is a massive gap in support generally and from centralised services. The NSPCC PANTS campaign offer live sessions in schools and volunteers deliver the training. The school has revisited the NSPCC PANTS campaign and explored myconcerns for a pattern however cases are hard to track if unrelated.</p> <p><i>A governor asked if the NSPCC PANTS campaign school visits, has covered all cohorts?</i></p> <p>The headteacher confirmed that all cohorts had received a school visit.</p>	
<p>7. 7.1</p> <p>7.2</p>	<p>Health and Safety Wellbeing KG conducted a Wellbeing Link Governor monitoring visit recently.</p> <p>The governing body appreciate and acknowledge that it has and still is a very upsetting and difficult time for staff, since the sad passing of a staff member. Mood is low due to the pending school closure Thursday afternoon for staff to attend the funeral. The headteacher stated that the staff have been amazing at shielding pupils during the difficult circumstances. A tough few weeks also with one-on-one meetings being conducted with the headteacher with every staff member, regarding staff reductions, staff have feedback that they have found the meetings extremely helpful. The headteacher praised the staff for their understanding of the need for staff reductions due to the reduction in pupils for the new academic year 2025/26.</p> <p>School Fence Update The Headteacher provided an update regarding the school fence to all governors. In summary the following points were covered: -</p> <ul style="list-style-type: none"> • The school has now had agreement and approval from County Council that a new fence is needed. • The replacement of the school fences has been ongoing since noted in Health and safety audit/risk assessment since 2022. • The replacement of the school fencing is now a priority. • The Headteacher shared a map of the plans during the meeting. • The school fence at the front of the school is the main concern, the extra fence on top is not sufficient. • For a straight fence to be erected at the front of the school this would require the removal of the existing trees. • The fence at the edge of the top playground is also a concern, a temporary measure is currently in place, if replaced this would also require the removal of the existing trees. 	

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	<ul style="list-style-type: none"> Based on this the advice is to bring in the safety line accessible at schools' choice. The price to replace the school fences was quotes at around £90,000 two years ago. The County Council have agreed to make part payment in stages for the replacement of the school fences. The school has no funding to pay for the remaining cost. <p>Action02: Headteacher to provide an update on the school fence at the next FGB meeting, 28th April 2025.</p>	Headteacher
<p>8.</p>	<p>Committee Updates</p> <p>People and Finance Committee The Chair of People and Finance Committee (AB) informed all that the last meeting was cancelled and the decision was made to not re-scheduled as the meeting would have taken place too close to the FGB meeting and there were no urgent agenda items for discussion. The next meeting will be held in May 2025.</p> <p>HT Appraisal Review Committee At the last FGB meeting the decision was made to defer the formation of the HT Appraisal Review Committee to when potential new governors are in role. The governing body discussed the configuration of the HT Appraisal Review Committee in detail as part of action item 9, 3rd February FGB meeting, as detailed in the action log. SN agreed to form part of the HT Appraisal Review Committee with KG and AB</p> <p>Curriculum and Standards Committee The Chair of Curriculum and Standards Committee, (TB) informed all that the next meeting will take place on 31st March 2025.</p> <p>Link Governor roles.</p> <ul style="list-style-type: none"> OPAL (Outdoor Play and Learning)/Play Link Governor (TB) confirmed that an OPAL meeting will take place tomorrow, 18th March 2025. SEND Link Governor (SN) confirmed that the SEND Policy was ratified on 25th November 2024. 	
<p>9.</p> <p>9.1</p>	<p>Policies for review All policies were uploaded in Governor Hub in advance of the meeting. All Governors were asked to read the policies before the meeting.</p> <p>SEND Policy The SEND Policy was ratified on 25th November 2024.</p>	

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	<ul style="list-style-type: none"> The headteacher will provide a SEND update after the SEND review booked for Spring 2. Noted the positive organising of staff files that is covered as part of the administration element of the safeguarding audit in the Safer Recruitment Training The Headteacher has updated the School Self Evaluation Form (SEF) – with the support of the LA Adviser. The SEF document is an ongoing document that provides governors with an understanding of the strengths of the school and governors can reflect on school development areas. The SEF is not a required document but deemed beneficial. The headteacher will be writing a summer action plan linked to SEF that will be shared with the governing body soon. 	
<p>11.</p> <p>11.1</p>	<p>Budget/Financial Update</p> <p>The headteacher informed all that the intent is to set a positive balanced budget incorporating the reduction in staff and associated costs, however there is a possibility of a minimum deficit budget.</p> <p><i>A governor asked what is the staff impact on the loss of five Year 6 (Educational Healthcare Plan) EHCPs and no EHCPs in September 2025 (Early Years Foundation Stage) EYFS intake?</i></p> <p>The headteacher explained that this will result in minimum impact and surplus due to the re allocation and movement of staff due to larger classes sizes for the new academic year, September 2025. If there is in an increase in pupil numbers in the new academic year the (High Level Teaching Assistants) HLTA's will run groups/class sessions.</p> <p><i>A governor asked for an update regarding the Preschool budget?</i></p> <p>The headteacher reported that the pre-school budget is manageable with a reduced intake of pupils from September 2025. The recent staff member who left was not replaced and existing staff overtime has increased to cover. Staff contracted hours can be increased or decreased to manage staffing levels and pupil intake.</p> <p>SFVS- requirements and outstanding actions</p> <p>This year, extensive evidence needs to be collected for the SFVS; the deadline for SFVS submission is 31st March 2025. The responsibility lies with the governing body and the document is required to be sign off by FGB.</p> <p>Action05: Chair (TP) to seek guidance on the SFVS requirements and outstanding actions from other Chair of Governors.</p>	<p>Chair (TP)</p>
<p>12.</p>	<p>Dates of future meetings 2024/25 Academic year</p>	

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	<ul style="list-style-type: none"> Monday 28th April 2025 (Budget approval) 5.30pm, at the school Monday 23rd June 2025 (School Day/Evening session to be considered based on governing body availability) 	
<p>13.</p>	<p>Consider impact of meeting</p> <ul style="list-style-type: none"> Recruitment of potential new Co-opted and Parent Governors to the governing body Ratified four policies. Governors provided with a brief Budget/Financial update indicating a positive balance/ minimum budget deficit. Discussed and considered the circle model of school governance. Improved staff understanding of safeguarding issues in school. Governors were provided with an update on the school fences. Focused on staff wellbeing. Awareness of the Governor hub visit functionality for effectively recording link Governor monitoring visits and uploading completed monitoring forms. 	
<p>14.</p>	<p>AOB</p> <p>Restructure timelines</p> <p>Headteacher reminded all the timelines for restructure noting: -</p> <ul style="list-style-type: none"> On the 31st March /1st April 2025 the fully governing body are required to convene to ratify final proposed business case and consider any voluntary solutions (to be clerked). A redundancy Committee panel needs to be agreed. On 28th/29th April 2025 the redundancy Committee panel are required to review the anonymised scores. The dismissal hearing if required will take place on 7/8/9 May 2025. <p>Decision – The extraordinary FGB will be held at 5.30pm, virtually on 31st March 2025 to ratify the final proposed business case and consider any voluntary solutions.</p> <p>Decision – The Redundancy Committee panel will consist of Chair (TP), RM and CG.</p> <p>Decision – The Redundancy Committee panel will review the anonymised scores on Monday 28th April 2025, 4.30pm at the school. The FGB meeting will follow starting at 5.30pm.</p> <p>The Chair (TP) mentioned that the meeting was Governor AB last in person FGB meeting and extended thanks for all her hard work.</p> <p>The Chair (TP) explained and apologised for his lack of presence and involvement over the last few months due to work and personal commitments.</p>	

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	<p>The Chair asked Governors to raise any concerns with him, headteacher and or clerk, and volunteers to step back in the role of Chair if another Governor would like to take on the position.</p> <p>The headteacher acknowledged the Chair's increased workload, due to the limited number of governors, with the additional monitoring and link governor roles that the Chair is currently undertaking, leaving less time to concentrate on the chair role.</p>	
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The meeting closed at 19.33pm.

Action Log

No.	Action	Owner	Timescale
Actions from meeting 25th November 2024			
7.0	<p>Consideration around monitoring questioned linked to last year's SDP</p> <p>New follow-on action created 17.03.2025.</p> <p>TB to amend the first question (monitoring Subject Lead form) and recirculate to all governors.</p>	TB	Summer 1 FGB
	<p>New follow-on action created 17.03.2025.</p> <p>RM to create provision and questions for PE subject monitoring.</p>	RM	Summer 1 FGB
12.3	<p>Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit. – Ongoing, however the headteacher confirmed that this is not a requirement of the health and safety audit. The SLT are meeting next week to look at the gaps for recirculation at the next FGB (28th April 2025).</p>	Head	Summer 1 FGB
Actions from meeting 3rd February 2025			
4	<p>New follow-on action created 17.03.2025.</p> <p>All Governors to populate the recording of monitoring visits and uploading files to the visits section in Governor hub for all monitoring visits during 2024/25 academic year.</p>	All	Summer 1 FGB
6	<p>New follow-on action created 17.03.2025.</p> <p>SN to upload SEND monitoring report, 21st November 2024 to visits section in Governor hub.</p>	SN	Summer 1 FGB

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6	HP to amend the Pupil Premium (PPG) report document accordingly. New follow-on action created 17.03.2025.	HP	Summer 1 FGB
	Headteacher to provide governors with an estimate of EHCPs from September 2025 onwards.	Head	Summer 1 FGB
10.2	New follow-on action created 17.03.2025. TP to contact Chris Sutton, LA Strategic Lead for School Governance to seek advice on all models of governance.	TP	Summer 1 FGB
Actions from today's meeting 17th March 2025			
4.1	Chair (TP) to chase two potential governors outstanding application forms.	TP	Summer 1 FGB
7.2	Headteacher to provide an update on the school fence at the next FGB meeting, 28 th April 2025.	Head	Summer 1 FGB
9.3	Headteacher to seek clarification from ICT services in relation to safe share.	Head	Summer 1 FGB
9.4	Headteacher to include a paragraph within the Adverse Weather policy to cover extreme high temperatures.	Head	Summer 1 FGB
11.1	Chair (TP) to seek guidance on the SFVS requirements and outstanding actions from other Chair of Governors, collection of information will be provided if requested.	TP	31 March 2025

Future Agenda items

Summer 1

- SDP impact and map progress - *Standard Agenda item – every other FGB meeting
- Implementation of the Circle Model of school governance
- Uniform Policy

Summer 2

- Annual Governance Planner - plan for the 2025/26 academic year

Autumn 1 (2025/26)

- SEF and SDP

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