

# 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 25<sup>th</sup> April 2022 at 7.30pm

**Present:**

<b>Carol Shaw (CS) – Head</b>	<b>Annette Gear (AG)</b>
<b>Babs Nichols (BN) – Chair</b>	<b>Annika Bennett (AB)</b>
<b>Tracey Brown (TB)</b>	<b>Katie Thompson (KT)</b>
<b>Anya Poole (AP)</b>	<b>Tom Pinnock (TP)</b>
<b>Richard Tolley (RT)</b>	<b>Marika Chapman (MC)</b>
<b>James Fletcher (JF)</b>	

**In attendance:**

**Lorna Lawrence – Clerk**  
**Emily Samuels (ES) – headteacher from September 2022**

		Action owner
1.	<b>Welcome and apologies for absence.</b>  BN welcomed everyone to the meeting and thanked everyone for attending.  No apologies were received.  The meeting was quorate.  Introductions were made for the benefit of Emily Samuels who is in attendance as an observer.	
2.	<b>Declarations of Interest.</b>  There were no new declarations of interest.	
3.	<b>Minutes of previous meeting (14/03/22) &amp; Matters arising</b>  The minutes were accepted as an accurate record.  The actions were discussed. All actions were closed.	
4.	<b>Budget approval</b>  A summary document was circulated prior to the meeting and a paper copy was handed out during the meeting. RT takes the governors through the document, highlighting key points.  There is a £209k carry forward, the general reason for that is that the school didn't get the opportunity to spend it. The current year would end in a deficit but the carry forward balance it out.	

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Future years are looking like having a deficit currently, but the overall strategy being proposed is to accept this budget with the understanding that actions can be taken when more information is gathered in the Autumn term.

***A governor asked if the 4 EHCP's that are under review are in the school?***

Yes they are.

The main challenge noted is the number of children coming into reception is very low. Governors had a discussion on funded children in pre-school.

***A governor asked if the pre-school is advertised in the village?*** Yes

Actual numbers will be known in the Autumn. A potential way forward may be to look at restructuring.

Governors discussed the carry forward and are in agreement that it should be spent on the children currently in the school.

RT took the governors through the rest of the document, with the following points noted:

Advice for the energy prices was to put a 54% increase on, the financial advisor has suggested some things to investigate around grants for initiatives.

***A governor asked where the tutoring funds sit in the budget?*** This is not shown in this document as it is a straight in and out cost.

The staff pay cost includes the teachers' pay rises.

***A governor asked why the admin staff costs were lower?*** The office is one member of staff down, but it is not being replaced and is being covered with overtime.

***A governor asked if the school felt that they were getting good value for money from Blue Smile?*** Yes, they believe they are.

Governors discussed the catering costs.

RT explained the pre-school costs.

***A governor asked what happens if a deficit budget is set?*** A deficit budget can't be set, cuts would need to be made.

RT proposed to submit the budget as it has been set out. JF seconded it. All governors are in agreement.

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	<b>Decision: The budget will be submitted as it has been presented to governors.</b>	
<b>5.</b>	<b>Report from Sub Committees</b>  <b>Personnel &amp; Health and Safety</b> The headteacher has been recruited and EPM are working on the contract. The SENDCo is currently off sick. There has been no interest in the TA position, so this role is no longer being advertised. The next meeting will be on 9 <sup>th</sup> May.  <b>Resources</b> The SFVS was agreed by all governors via email and as now been submitted. The budget has been the main focus.  <b>Curriculum &amp; Monitoring</b> The last meeting was 26 <sup>th</sup> February, and the next meeting is on 17 <sup>th</sup> May. Governors are reminded to make contact with their link teachers.  <b>SENDPP</b> The next meeting is on Friday so there will be a more detailed update at the next FGB.	
<b>6.</b>	<b>Headteachers report</b>  The headteacher has been unwell with Covid and the school is just back from the Easter holiday, so no report has been completed for this FGB. The headteacher will circulate a report following the meeting to all governors.	
<b>7.</b>	<b>Safeguarding Report</b>  The report has been circulated to governors and is also on governorhub. A visit took place on the last day of term and no major concerns were highlighted. The SCR was also checked. Governors were reminded to complete Prevent training.  A full safeguarding audit will be completed in the next half term.	
<b>8.</b>	<b>Policies to Review</b>  There were no policies to be ratified at this time.	
<b>9.</b>	<b>Governor Monitoring</b>	

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	Governors are reminded to continue with their monitoring, to make contact with their link teacher and complete a formal visit.	
<b>10.</b>	<b>Governor Training</b>  TB and MC are booked on the induction to governance. AB has completed health and safety training.	
<b>11.</b>	<b>Consider impact of meeting</b>  The following items were considered: <ul style="list-style-type: none"> <li>• Thorough review of current and projected budget spend and implications for potential deficit in next 2 years</li> <li>• Working with current and new HT to ensure smooth transition</li> <li>• Continuing high focus on Safeguarding</li> <li>• Maintaining focus on monitoring visits</li> <li>• Assessing impact of SENDCo sickness absence on current SEN children and HT workload whilst covering</li> </ul>	
<b>12.</b>	<b>Any other business</b> <ul style="list-style-type: none"> <li>• AP has agreed to stay on the governing board beyond the end of the academic year but will be stepping down as the chair of the personnel committee, so governors have been asked to think about taking this role on</li> <li>• The SEF has been circulated and <b>governors are asked to respond with their input by tomorrow.</b></li> </ul>	<b>All governors</b>
<b>13.</b>	<b>Date of next meeting</b>  27 <sup>th</sup> June 2022	

The meeting closed at 9.07pm

### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from 25<sup>th</sup> April 2022</b>			
1	<i>All governors to let the chair have their input on the SEF</i>	All governors	26/04/2022