

# 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 Thursday 16<sup>th</sup> July 2020 at 1.30pm – Via Microsoft Teams

**Present:**

**Carol Shaw (CSh) – Head**  
**Babs Nichols (BN) – Chair**  
**Tracey Brown (TB)**  
**Anya Poole (AP)**  
**Beth Walliker (BW)**  
**Richard Tolley (RT)**  
**Olivia Myson (OM)**

**Pam Strowgger (PS)**  
**Jake Turner (JT)**  
**Kim Robichaud (KB),**  
**Katie Vickers (KV)**  
**Stuart Umney (SU)**  
**Helen Birdsall (HB)**

**In attendance:**

**Lorna Lawrence – Clerk**

		Action
1.	<b>Welcome and apologies for absence.</b>  BN welcomed everyone to the virtual meeting.  <u>Decision:</u> Apologies were received and accepted from James Fletcher (JF).  The meeting was quorate.	
2.	<b>Declarations of Interest.</b>  There were no new declarations of interest.  Standing interests: <ul style="list-style-type: none"><li>• OM is Co-Chair of Friends of Pendragon School</li><li>• HB works as Finance Officer in the school.</li></ul>	
3.	<b>Minutes of previous meeting (10/06/20) &amp; Matters arising</b>  The minutes were accepted as an accurate record.  No matters arising	
4.	<b>Plans for school opening in September</b> <ul style="list-style-type: none"><li>• All the paperwork was circulated before the meeting</li><li>• Risk assessment hasn't been returned from the LA yet.</li><li>• There will be 2 start times and 3 finish times. CSh explained the different entry places</li><li>• The teachers feel confident with the plan.</li><li>• There will be alphabetical bus stops in the playground for collection</li></ul>	

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- Want governors approval for the first two days back to have half back on the Thursday and the other half back on the Friday, this can then give the time to see if it works
- Only one parent can drop and pick up, foundation can have two on their first day. They have to be there on time, if they are late they will have to wait for the other staggered times to start. It will all be in the letter to parents. It will state in the letter that everything is subject to change.
- FAQ's will be prepared and there will be spare staff on the Thursday and Friday to assist.
- The DfE have said the first week can be used flexibly.
- There will be one assembly a week for each bubble otherwise the teachers will be doing their own. There will be wellbeing 20 minutes each day.
- The chair and Headteacher have discussed the 3-year plan and are recommending that the school focuses on the 1-year recovery plan and that they use REACH. There was no objection to this.
- All staff will be back in September

Decision – governors are all in agreement with the 2 days at start of term having half the school in one day and the other half the second day.

### Challenge and discussion

- **A governor asked which year group will have the test run**  
Will be half the school, in family groups.
- **Healthcare workers have put in their work days for September so may cause an issue with some for childcare**  
Confirmed that aiming to get everyone back by Monday 7<sup>th</sup>.
- **A governor stated that it was sensible to stagger it and its following suit with what takes place with reception children anyway.**
- **A governor asked where parents will stand?**  
There will be bus stops in the playground for parents to stand in. Year 4 will come out of the front door, reception out of their own gate.
- **A governor asked if a socially distant governor would be helpful**  
With half the school in CSh thinks they will be ok.
- **A governor asked if it would be beneficial to have a separate inbox for parents to send their questions in to**  
Csh will look into it
- **A governor said that it all makes perfect sense and it is based on experience over the last couple of weeks.**
- **A governor asked if the caterers had been involved in discussion**  
They have been consulted, they will have a full kitchen staff, the food will still be in boxes. Will have 4 set meals and a packed lunch on Thursdays.
- **A governor asked if they will be in different bubbles at playtime**

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	<p>There will be clearly defined zones as it is now.</p> <ul style="list-style-type: none"><li>• <b>Will children need to bring in PE Kits?</b> They will come in their PE kits on days they have PE. Looking at welly boot stands for outside the classroom.</li><li>• <b>A governor asked what happens if a child's behaviour means they don't stay in their bubble</b> They will be sent home</li><li>• <b>A governor asked if there is anything extra being done for any children with EHCP's</b> TA's will be at the door on the first day, support staff have been doing video calls and been touching base.</li><li>• <b>A governor asked what was going to happen about standards when back in September</b> CSh explained that during the first 2 weeks will be assessments but with a gentle approach. Classroom carousel work, maths games, teacher observations. The school has good data of where they were so will be able to see where to go. Want to focus on giving quality teaching and not making them do extra work.</li><li>• <b>A governor asked if the books will be shared across the school</b> Foundation will read books 3 times and then they get put in a box. They will re-issue the list of books that need to be read by age 11 in case parents want to buy them.</li></ul>	
5.	<p><b>Any other business</b></p> <p>The chair wanted to express the governors thanks to the head and the SLT for all the hard work getting through the large amount of work. The chair asked that governors periodically check their emails during the summer holidays in case of updates.</p>	
6.	<p>Meeting Review</p> <p><u>Items to be carried forward/not discussed</u> None</p> <p><u>Actions to be addressed before next meeting</u> None</p> <p><u>Impact</u> Oversight and agreement of the return plans for September Consideration and agreement to 1 year recovery plan based on REACH pending next 3 year plan discussion</p>	

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7.	<b>Date of next meeting</b> <ul style="list-style-type: none"><li>• 21<sup>st</sup> September at 12.30pm via Microsoft Teams</li></ul>	
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The meeting closed at 14:40