

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 Wednesday 8th May 2024 at 6.30pm

Present: Emily Samuels (ES) – Head
Annika Bennett (AB) – Vice Chair
Anya Poole (AP)
Tracey Brown (TB)
Marika Chapman (MC)

Richard Tolley (RT)
Tim Wong (TW)
Nicola Bygrave (NB)
Alyson Staples (AS)

Apologies: Senthil Natesan (SN)
Katherine Gravett (KG)
Tom Pinnock (TP) – Chair
Natalie Willmore (NW)

In attendance: Charlene Monk CM(Clerk) – Clerk
Helen Birdsall (HB) – Associate Governor
School Business Manager

		Action owner
1.	Welcome and apologies for absence. AB, in her Vice-Chair capacity, welcomed everyone to the meeting, especially the two new Governors, Nicola Bygrave (Parent Governor) and Tim Wong (Co-opted Governor) and thanked everyone for attending. Apologies received and accepted from Senthil Natesan (SN), Katherine Gravett (KG), Tom Pinnock (Chair) and Natalie Willmore (NW). The vice chair chaired this meeting. The meeting was quorate. Introductions were made for the benefit of the new Governors Nicola Bygrave (NB) and Tim Wong (TW).	
2.	Declarations of interest Declaration of interest to items on this agenda No new declarations were made.	
3.	Minutes of previous FGB meeting (20th March 24) to include Confidential minutes & Matters arising. Minutes from the previous meeting were reviewed.	

Signed by Chair of Governors *A. K...* Date *2/7/2024*

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<p>Amendments to the minutes agreed:</p> <p>4. Budget Update - Pre-school finances PR and HB are monitoring financial progress. Action: Amendment noted: remove PR and to read RT/ES/TP and Finance are monitoring financial progress.</p>		CM(Clerk)	
<p>4. Budget Update – Governor question regarding PAN A governor asked how many children selected Pendragon as their first Primary School choice? Twenty-eight first choice. New housing development eventually resulting in increased PAN. Action: Amendment noted: to read “future” new housing development eventually resulting in increased PAN.</p>		CM(Clerk)	
<p>10. Committee Updates - 10.1 Curriculum and Standards Action: Amendment noted: update spelling from Little Wondle to Little Wandle. Action: Amendment noted: remove “SDP agreed”</p>		CM(Clerk) CM(Clerk)	
<p>15. AOB Beginning of the year, members of SLT provided SDP updates on what “aspects” working well and agreed to meet in July. Action: ES to raise at Committees, SLT “voices” from others. Governors asked specific questions in advance. Action: Amendment noted: – to clarify the action, to read All Governors agreed for subject leads to be invited to the June/July FGB meeting and for Governors to ask questions in advance.</p> <p>All the points were clarified with the additional amendments the minutes were then accepted as an accurate record.</p> <p>The actions were discussed.</p>		CM(Clerk)	
No	Action	Owner	Timescale
Actions from 19th June 2023			
01	Establish how many children the concerns logged refer to. - Ongoing – online training from county is being offered to all schools. On waiting list currently. County Training is for the “use” of My Concerns not analysing the data. – Ongoing	ES	Summer 2 FGB
Actions from 22nd September 2023			
010	ES to send the year end safeguarding report with statistics to the Safeguarding Governor. ES to complete for next safeguarding meeting in summer term. – Ongoing	ES	Summer 2 FGB
Actions from 6th November 2023			
015	ES to share details of the Employee Assist Programme with Governors. – Ongoing.	ES	Summer 2 FGB

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Actions from 15th January 2024			
01	RT to upload Budget Update to GovHub. – Ongoing – RT and HB upload monitoring reports monthly in FGB and/or Finance and People folder. - Agreed for budget monitoring reports to be uploaded in advance of Finance Meetings, not on a monthly basis. – <i>Complete</i>	RT	ASAP
02	Pre-school in Bromcom – going to start this process, currently details in an excel document.ES to report back to TP. - <i>Complete</i>	ES	Summer 2 FGB
05	Incidents and harm from high profile pupils to other pupils - Discuss further at Safeguarding meeting and SEND for follow up. – further discussions to take place between ES and MC. – <i>Ongoing.</i>	ES & MC	Summer 2 FGB
06	Parental questionnaire - Governor support required on the analysis, critical stance, overall positive. Governors share and collaborate with school. TP and RT to analyse data/graphs etc. and share with Governors. ES to send Teams Link to TP. – <i>Complete</i>	ES & TP	Summer 2 FGB
11	ES to follow up with Tina Hubbard regarding policies around informing/announcements of pregnancies and sharing with Governors. ES has emailed Tina Hubbard, LA Adviser but has yet to receive a response - <i>Ongoing</i>	ES	Summer 2 FGB
12	ES to share with all. Two documents with Operational vs Strategic language – <i>Complete</i>	ES	Summer 2 FGB
Actions from 20th March 2024			
01	Minutes of the previous meeting Amendment noted: Governors would be informed of leavers via email. – <i>Complete</i>	CM(Clerk)	ASAP
02	ES to forward information to all regarding shared paternity leave. – <i>Complete</i>	ES	ASAP
03	Summer 1 People & Finance to discuss reducing staffing levels, and present at Summer 2 FGB. CM(Clerk) to add as an agenda item for Summer 2 FGB. – <i>Complete</i>	CM(Clerk)	Summer 2 FGB
04	TP to check Government Guidance regarding exclusions and suspensions. ES to share spreadsheet. – <i>Ongoing</i>	TP & ES	Summer 2 FGB
05	School Vision: TP to circulate summary of feedback and discuss at FGB Summer 2. CM(Clerk) to add as an agenda item FGB Summer 2. – <i>Complete</i>	TP & CM(Clerk)	Summer 2 FGB
06	TB to discuss with ES if TB would like to remain as a Co-opted Governor after retirement. TB agreed to remain as a Co-opted Governor after retirement from Deputy Head Teacher position. – <i>Complete</i>	ES & TP	Summer 2 FGB
07	CM (Clerk) to forward Safeguarding report and visit templates to TP. – <i>Complete</i>	CM(Clerk)	ASAP

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09	TP to add safeguarding comments section to the Monitoring Report form. - Ongoing	TP	ASAP
010	ES & AB to look at updating the EPM Personnel Policies. <i>ES shared her frustration and concerns as the search function is no longer available on the EPM website. ES has reported this issue to EPM who are looking into the matter.</i> - Ongoing	ES & AB	Summer 2 FGB
011	CM(Clerk) to add Premises, Health & Safety Committee update as priority for next FGB agenda item - Complete . TP to email, and invite Governors to date of next Premises, Health & Safety Committee meeting. - Ongoing	CM(Clerk) & TP	Summer 2 FGB
012	General Behaviour monitoring visit. AP to send documents/information to AS and TB. – Complete	AP	ASAP
013	AS, TB and TP to arrange a date for General Behaviour monitoring visit AS/TB and TP to organise a date. - Ongoing	AS/TB & TP	ASAP
014	AP to send a follow up email to the Governing board and make staff aware of stepping down. – Complete	AP	ASAP
015	TP to send a poll asking for availability via WhatsApp for full day meeting in July. – Complete – date tbc	TP	ASAP
016	ES to raise at Committees, SLT “voices” from others. Governors asked specific questions in advance. – Complete	ES	Summer 1 FGB
4.	<p>Budget Update</p> <p>The school’s financial budget 2023/24 paperwork and the proposed school’s financial budget for 2024/25 (including early estimates for 2025/26 and 2026/27) was presented to all Governors in advance of the meeting. RT summarised the key points:</p> <ul style="list-style-type: none"> • The budget was built with the Local Authority Financial Advisor and HB, ES, RT, TP, and AB in attendance on the 18th April 2024. • The outcome for the 2023/24 financial budget resulted in an overall carried forward of £182,424 due to not spending on planned projects, additional Educational Healthcare Plan(EHCP) funding, Teachers/High Level Teaching Assistants(HLTAs) and Teaching Assistants (TAs) attrition and deciding not to recruit into certain vacancies or recruiting in a more junior level of staff. • The financial Budget Breakdown for 2024/25 detailed the proposed budget for next year and an indicative budget for the two years after. It is predicted that the school will have a carry forward at the end of 2024/25 of £75,353 but then the school will have a deficit budget in 2025/26 of -£126,826 and in 2026/27 of -£388,187. 		

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- The five assumptions driving the future financial budget are pupil numbers, staffing, pre-school, key premises items and the opportunity to save.
- The October 2023 Census (Office for National Statistics) gave funding for 337 children in 2024/25. This is reducing to 316 children in September 2024.
- Regarding Special Educational Needs (SEN) in Year 6, currently five children are in receipt of funding, which stops in July 2024.
- Teaching Assistant (TA) working hours need reducing from 8.30am – 3.30pm to 8.45am - 3.15pm to avoid any redundancies. This results in 2.5 hours a week per full-time individual. Teaching Assistants (TAs) do have an opportunity to run sensory circuits every morning, five mornings a week, however no uptake yet.
- Additional administration hours have been added to the financial budget for procurement projects and to cover holiday working now required to service the EPM contract.
- Pre-school figures are looking more positive. A balance financial budget has been set, which looks achievable based on the waiting list and enrolment for children starting pre-school in September 2024.
- Going forward one of the biggest saving opportunities is energy. HB is currently looking at a larger energy project where she is investigating reducing energy usage and looking into purchasing solar panels and energy efficient lighting.

Resolution: Governors **approved** the 2024-25 budget which included: -

Total revenue income of £1,894,869.

Total revenue expenditure of £2,001,940.

Revenue balance this year of £75,353.

Revenue balance carry forward of £182,424.

The Vice Chair thanked HB, the School Business Manager, for all her hard work on the budget.

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5.	<p>Headteachers report</p> <p>The headteachers report was uploaded to governorhub a few hours before the meeting. The following areas were discussed or noted.</p> <p>Priorities for 2023/24 School Development Plan (SDP) The data presented was collated from the last FGB meeting, held on 20th March 2024 until today, 8th May 2024.</p> <p>Action – ES, TP and AB to discuss a standardised format of the Headteacher report confirming and agreeing data start and end timelines when presenting data.</p> <p>Staffing Deputy Head Recruitment – covered under agenda item 6.</p> <p>Suspensions A governor asked if fixed term suspensions had increased since the past FGB meeting? Yes, correct, fixed term suspensions had increased since the last FGB meeting.</p> <p>It was noted that Pendragon school is a therapeutic behaviour thinking school, whereby Therapeutic teaching approach acknowledges that there is always a feeling behind every difficult behaviour a child displays, and that the school's role as adults is to help guide and teach children to understand this, rather than telling them off and punishing them for struggling. ES attended a Suspension training course, and as a result gained feedback from other Head Teachers and Educational Advisors regarding multiple suspensions, and exclusions. Conversations highlighted that Pendragon had a high number of suspensions and that other schools had not experienced such a high number of suspensions.</p> <p>The school is currently receiving support for Special Educational Needs and disabilities (SEND) services due to higher-than-average number of suspensions.</p> <p>Action – ES to create and present a case to the Local Authority regarding suspensions.</p> <p>A governor asked what is the process for a permanent exclusion? The school would present the permanent exclusion case to a panel with the Local Authority (LA) Exclusion Officer and Governing members in attendance.</p> <p>A governor asked for a breakdown of per day suspensions per school year group?</p>	<p>ES/TP & AB</p> <p>ES</p>
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- Year 1 – 1 child: 10 days suspension
- Year 4 – 1 child: 4 days suspension
- Year 5 – 1 child: 5 days suspension
- Year 5 – 1 child: 1 day suspension
- Year 5 – 1 child: 5 days suspension
- Year 5 – 1 child: 8 days suspension

The Year 1 child with 10 days suspension is being supported by social care and Early help, the child presents complex SEND and behavioural needs, but not diagnosed. The child is currently receiving brain breaks, working from a specific timetable with 1:1 Teaching Assistant (TA) support, creating high staffing needs.

A governor asked if an alternative school provision had been considered for the Year 1 child, with 10 days suspension?

Yes, an alternative school provision had been considered for the child, the case went to panel, and the outcome was that a Special School setting for the child was not appropriate. However, the Special School confirmed that their setting would have meet the child's need. The push back is from the Local Authority, and the ultimate decision lies with the panel.

In reference to the Year 5 child with 8 days suspension, the Local Authority lost the child's Educational Health Care Plan (EHCP) paperwork resulting in a delay. The child is currently on a one day reduced timetable and the child's educational needs are not currently being met.

There is currently a twenty week wait for Educational Health Care Plan (EHCP) to be considered by the Local Authority and Noted Social Care provision in Cambridgeshire it at crisis point.

ES clarified that, with reference to the suspension incidents, that not all Child Protection (Section 47 level) are confirmed, the data presented included all enquires not just confirmed cases.

A governor asked, with reference to the suspension incidents what a YOUNited referral is?

A YOUNited referral offers help to children and young people with their emotional wellbeing and mental health.

A YOUNited referral is available to children up to the age of twenty-five and offers a range of support including therapies, counselling, and guided self-help.

Referrals can be made to YOUNited by a General Practitioner (GP) or any professional working with children or young people.

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<p><i>A governor asked that in the past data, young carer data was presented, can this be included?</i> Yes, young carer data can be included however identifying a young carer can be challenging. Action: ES to provide an update regarding young carer data.</p> <p>Governors thanked ES, and all the supporting staff for their ongoing perseverance in dealing with the challenges and upset of suspensions and managing high profile families. Noting other schools are experiencing exclusions and facing the same challenges with services being so stretched.</p> <p>Attendance The whole school attendance is good (93.9%), last year the whole school attendance for the same timeframe was 94%. Cambridgeshire school attendance is 94.1%. School attendance was analysed and it was determined that many reasons, in particular illness, for the child's absence was satisfactory.</p> <p><i>A governor asked how the family (4 children in one family) that continues not to attend school is being monitored?</i> TB is closely monitoring the family. The school can escalate to the Educational Welfare Officer (EWO) if required.</p> <p>Quality of Education <i>A governor asked when will Little Wandle, the new phonics scheme, be in place?</i> Little Wandle entails a seven-hour training session for staff, the school is therefore aiming to roll out Little Wandle during Autumn Term 2024.</p> <p>Premises <i>A governor asked when would the school fence be fixed/repaired?</i> The school fence is currently an ongoing issue. Action: MC to send a letter to Phillip Hill at County, from the Governors to ask for an update regarding the school fence and further discussions to take place at Premises Committee.</p> <p>First Aid The school received a detailed question from a parent relating to a first aid incident. In order to provide the parent with a response TB undertook an investigation, which entailed collating all the data by hand from the paper-based reporting system and being unable to filter for lunchtime activities only. The school's first aid books record all treatment e.g. ice packs, plasters for scratches and cover injuries occurring in the classroom, during PE, and on residential. As each term school term is a different length in weeks, TB</p>	<p>ES</p> <p>MC</p>
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	<p>divided the number of incidents by the number of days in that term, to create a mean number of incidents per day.</p> <p>The Data Protection Officer (DPO) advised that revealing data on the number of incidents that result in the child being admitted to hospital is withheld under Section 40(2) of the Freedom of Information Act (FOI). This is because disclosure would contravene the UK GDPR principle (a) because there is no lawful basis for processing due to the exceptionally low numbers. first aid incidents and could not confirm the medical treatment required.</p> <p>TB confirmed an average of seventeen daily logs of incidents during the Autumn term 2023/24 and 16 daily logs of incidents during the Spring term 2023/24.</p> <p>The school is currently reviewing rough and tumble play, a stage within child development which includes rolling, climbing over each other, tag, tumbling, piggy backs, chasing, spinning, play fighting (no contact). The school are continually reviewing how to play safely in our dedicated OPAL weekly assemblies, and we will continue to monitor this closely. This is in addition to being guided by the Local Authority's Health and Safety team.</p>	
6.	Deputy Headteacher (DHT) Recruitment The Governing Board were successful in recruiting for the Deputy Headteacher DHT position. AB provided a summary: <ul style="list-style-type: none">• Fifteen potential applicants visited the school, nine applications were received, five applicants were shortlisted for interview, one application then withdrew, resulting in four candidates for interview.• All four candidates were interviewed by the panel of five.• All stakeholders, apart from parents, participated in the recruitment process and the candidates undertook task observations.• A vast amount of feedback from stakeholders across the school was provided.• The panel offered the position to one of the candidates who has since accepted, based on higher point scoring and meeting the requirements of the role. This was a unanimous decision by all panel members.• Due to the Easter holidays the panel were unable to acquire references back in time for interviews, but they have now come back clear.• The successful candidate is currently an Assistant Head teacher, of a similar sized school, in a different part of the country, who will be relocating to the area.	

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	<p>Thank you to everyone who was on the panel (and to AP for providing much appreciated subsistence) and gave up so much of their time for this process.</p> <p>Thank you also to TB and NW and the rest of SLT for their great support; their involvement made a real difference.</p>	
7.	<p>Safeguarding</p> <p>A Safeguarding meeting with ES (Head Teacher) and MC took place on 24th April 2024. The report was loaded to governorhub prior to the meeting. MC noted that the new Visit report format had now been adapted.</p> <p>Governors discussed the need to include the date of when the Single Central Record (SCR) was last checked and updated. Following discussion, all agreed it would be beneficial to add the date of when the SCR was last checked on the visit report form.</p> <p>Action: MC to add the date of when the SCR was last checked on the visit report form moving forward.</p>	MC
8.	<p>Policies to review</p> <p>The process for policy ratification is being reviewed. There were no polices to ratify at this meeting.</p> <p>Action: ES, AB, and TP to discuss how to move forward with the policy review process.</p>	ES &AB/TP
9.	<p>Committee Updates</p> <p>9.1 Curriculum and Standards – A meeting had not taken place since the last FGB meeting, held on 20th March 2024, due to a number of last-minute apologies received.</p> <p>9.2 People & Finance – The meeting took place on 23rd April 2024, the meeting was very productive. Discussed the staff questionnaire survey; NW (Natalie Willmore) joined for this agenda item. Long conversations took place around staffing, including staff absence, budget details and the telecoms tender. Committee members considered in detail the procedure for exit interviews and agreed to replace the current exit interview process with an exit questionnaire.</p> <p>The exit questionnaire will contain an additional question for the leaver to request an exit interview.</p> <p>The exit questionnaire will be sent to the leaver in a timely manner, to give the Governing board time to organise an exit interview if requested.</p> <p>The minutes from the meeting had not been shared yet.</p> <p>Action: AB to circulate the meeting minutes and load onto governorhub.</p>	AB

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	<p>Noted, that if in agreement, the Governors term would start again, for four years from the elected date. It would potentially be easier to recruit to Parent Governor vacancies as opposed to Co-opted Governor vacancies.</p> <p>All agreed to discuss, vote, and elect at the June/July FGB and look at conducting Parent Governor elections during end of June/July.</p> <p>Action: CM(Clerk) to add Vacancies on the Governing Board and recruitment to the June/July FGB agenda for discussion and election.</p>	<p>ALL</p> <p>CM(Clerk)</p>
11.	<p>Dates of meetings for academic year</p> <p>A full day will be organised in late June/early July 9am-3pm, to include FGB.</p> <p>Action: MC to add TW to the Governor whatsapp group and TP to ask all to vote again for the preferred date and agree over the next few days.</p>	<p>TP</p>
12.	<p>Consider impact of meeting</p> <ul style="list-style-type: none">• Successful budget approval and insight into the proposed school's financial budget for 2024/25 (including early estimates for 2025/26 and 2026/27)• Future budget savings noted, with grants, energy cost effect savings, etc moving forward.• Gaining perspective of the SEND and Social care challenges in Cambridgeshire• Positive school attendance• Positive first aid data presented.• Single Central Record discussed.• Deputy Head Teacher role	
13.	<p>Any other business</p> <p>Exclusion Panel Training</p> <p>MC – noted that her job may be a potential conflict of interest, with being part of the exclusion panel as MC meets with some SEND parents regularly.</p> <p>Action: MC to ask during the exclusion panel training session for clarification around potential conflict of interest, and check if TB, as Deputy Headteacher, can also form part of the exclusion panel.</p> <p>Confidential matter – noted Confidential Minutes</p>	<p>MC</p>

The meeting closed at 8.41pm

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Questions	Green <i>italics</i>
Decisions	Blue bold
Actions	Red

ACTIONS:

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Actions from 22nd September 2023			
010	ES to send the year end safeguarding report with statistics to the Safeguarding Governor. <i>ES to complete for next safeguarding meeting in summer term. – Ongoing</i>	ES	Summer 2 FGB
Actions from 6th November 2023			
015	ES to contact Johnathan Lewis – request form and update on how well its doing/progress. – <i>Employee Assist Programme data – remaining open action item. ES updated Staff with communication from County around the programme.</i> ES to share details of the Employee Assist Programme with Governors. – Ongoing.	ES	Summer 2 FGB
Actions from 15th January 2024			
05	Incidents and harm from high profile pupils to other pupils - Discuss further at Safeguarding meeting and SEND for follow up. – further discussions to take place between ES and MC. – Ongoing.	ES & MC	Summer 2 FGB
06	Parental questionnaire - Governor support required on the analysis, critical stance, overall positive. Governors share and collaborate with school. TP and RT to analyse data/graphs etc. and share with Governors. ES to send Teams Link to TP. – Ongoing	ES & TP	Summer 2 FGB
11	ES to follow up with Tina Hubbard regarding policies around informing/announcements of pregnancies and sharing with Governors. ES has emailed Tina Hubbard, LA Adviser but has yet to receive a response - Ongoing	ES	Summer 2 FGB

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010	ES & AB to look at updating the EPM Personnel Policies. <i>ES shared her frustration and concerns as the search function is no longer available on the EPM website. ES has reported this issue to EPM who are looking into the matter.</i> - Ongoing	ES & AB	Summer 2 FGB
011	TP to email, and invite Governors to date of next Premises, Health & Safety Committee meeting. Ongoing	TP	Summer 2 FGB
013	AS, TB and TP to arrange a date for General Behaviour monitoring visit AS/TB and TP to organise a date. - Ongoing	AS/TB & TP	ASAP
Actions from 8th May 2024			
03	CM(Clerk) to update/amend the draft minutes of the last meeting. (held on 20 th March 2024) as agreed.	CM(Clerk)	ASAP
05	ES, TP and AB to discuss a standardised format of the Headteacher report confirming and agreeing data start and end timelines when presenting data.	ES/TP & AB	Autumn 1 FGB
05	ES to create and present a case to the Local Authority regarding suspensions.	ES	Summer 2 FGB
05	ES to provide an update regarding young carer data within the Headteacher report.	ES	Summer 2 FGB
05	MC to send a letter to Phillip Hill at County, from the Governors to ask for an update regarding the school fence.	MC	Summer 2 FGB
07	MC to add the date of when the SCR was last checked on the visit report form moving forward.	MC	Summer 2 FGB
08	ES, AB, and TP to discuss how to move forward with the policy review process.	ES/AB & TP	Summer 2 FGB
9.2	AB to circulate the meeting minutes from the People and Finance Committee meeting and load onto governorhub.	AB	ASAP

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Held on Wednesday 8th May 2024 at 6.30pm

10.1	Bitesize Governor Training to be added as a focus for the June/July FGB. CM(Clerk) to add as an agenda item for the June/July FGB.	CM(Clerk)	Summer 2 FGB
10.3	AS to provide Governor support in school during SATS week on Monday morning, 13 th May 2024.	AS	13 th May 2024
10.4	Consider in preparation of the June/July FGB meeting finance expertise, moving forward when considering Governor link role allocation.	ALL	Summer 2 FGB
10.4	CM(Clerk) to add Vacancies on the Governing Board and recruitment to the June/July FGB agenda for discussion and election.	CM(Clerk)	Summer 2 FGB
11	TP to ask all to vote again for the preferred date and agree over the next few days, once TW had been added to the WhatsApp group.	TP	ASAP
13	MC to ask during the exclusion panel training session for clarification around potential conflict of interest, and check if TB, as Deputy Headteacher, can also form part of the exclusion panel.	MC	ASAP

Signed by Chair of Governors *A. Kent* Date *2/7/2024*