

# 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 21<sup>st</sup> September 2020 at 12.30pm – Via Microsoft Teams

**Present:**

<b>Carol Shaw (CSh) – Head</b>	<b>Pam Strowgger (PS)</b>
<b>Babs Nichols (BN) – Chair</b>	<b>Jake Turner (JT)</b>
<b>Tracey Brown (TB)</b>	<b>Kim Robichaud (KB)</b>
<b>Anya Poole (AP)</b>	<b>Katie Vickers (KV)</b>
<b>Beth Walliker (BW)</b>	<b>Stuart Umney (SU)</b>
<b>Richard Tolley (RT)</b>	<b>Helen Birdsall (HB)</b>

**In attendance:** Lorna Lawrence – Clerk

		Action
1.	<p><b>Election of Chair and Vice-Chair of Governors</b></p> <ul style="list-style-type: none"><li>BN was nominated as Chair.</li><li>KR was nominated as Vice Chair.</li></ul> <p><u>Decision:</u> All governors were in agreement to appoint BN as Chair and KR as Vice Chair. The term of this office will be until September 2022.</p>	
2.	<p><b>Welcome and apologies for absence.</b></p> <p>BN welcomed everyone to the virtual meeting.</p> <p><u>Decision:</u> Apologies were received and accepted from James Fletcher (JF) and Olivia Myson(OM).</p> <p>The meeting was quorate.</p>	
3.	<p><b>Declarations of Interest.</b></p> <p>There were no new declarations of interest.</p> <p>Standing interests:</p> <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> <p>Governors have completed the declaration of pecuniary interests form electronically for this academic year.</p> <p><b>Action 01/20: Clerk to chase outstanding declarations of interest.</b></p>	<b>Clerk</b>

Signed by Chair of Governors ..... Date .....



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	<p>Standards – there will be no meeting this half term but all the documents will be emailed ready for a meeting next half term.</p> <p>Personnel – No date has been booked yet, there will be a need for an interview panel and will have a meeting next half term. The pay policy will need ratifying.</p> <p>Early years – will have a meeting next half term</p> <p>Premises – meeting to be arranged</p> <p>Finance – will meet after half term</p> <p>SEND – relevant documents will be emailed out with a meeting to be held next half term</p> <p>Headteachers performance review – are meeting Thursday 24<sup>th</sup> September. BW will replace SU on the Committee after this meeting.</p> <p>The chair asked all committee chairs to look at the interim OFSTED information and what is relevant to their committees.</p> <p><b>Action 4/20: All committee chairs to book in dates for their next meetings</b></p>	<p><b>Committee Chairs</b></p>
<p><b>7.</b></p>	<p><b>Headteachers Report</b></p> <p>CSh provided verbal report at the meeting. Written report to be circulated after meeting.</p> <ul style="list-style-type: none"> <li>• On Friday attendance was 94.9%. All staff are back in school</li> <li>• There are 380 children on the roll</li> <li>• LA has testing for staff until 9<sup>th</sup> October</li> <li>• The school has 10 home testing kits</li> <li>• Safeguarding – all staff have read the statutory safeguarding documentation and completed the DSL online training and child protection training</li> <li>• Update on the curriculum was given</li> <li>• Risk assessments have been updated again</li> <li>• All visitors into school have to complete a Covid register and have a temperature check</li> <li>• 3 children are waiting for results, 2 families are isolating, 1 family has a letter with from the GP- CSh will be following up on this family.</li> <li>• Work is ready for if a bubble needs to close</li> <li>• The school recovery plan is in place</li> <li>• School meals are working well, this year provided 203, last year 201</li> </ul>	

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	<ul style="list-style-type: none"> <li>• TB is researching catch up funding, currently getting £80 a head, but awaiting further information on tutoring options. Currently looking at maths programs and more reading books</li> <li>• Assessments are taking place in the way of observations and collaborative learning, currently information gathering</li> </ul>	
<b>8.</b>	<p><b>Safeguarding</b></p> <p>The safeguarding update was given as part of the Headteachers report.</p> <p>All governors received the statutory safeguarding documentation</p> <p><b>Action 5/20: OM and JF to email CSh to confirm they have also read it</b></p>	<b>OM &amp; JF</b>
<b>9.</b>	<p><b>Data Review</b></p> <p>There is no current data. Year one phonics test will be taken by year two next half term. There will be no re-taking of SATS. Data that was accurate as of March will be shared with the standards committee</p> <p><b>A Governor stated that it would be helpful to know where we are and where we are going.</b> Csh said it is too early, informal assessments are taking place, more will be known next half term.</p>	
<b>10.</b>	<p><b>Policies to review</b></p> <p>Teaching and Learning will be sent to the standards committee</p> <p><u>Decision: Governors have agreed to the model local safeguarding policy.</u></p>	
<b>11.</b>	<p><b>Teachers Pay 2020 recommendations</b></p> <p>Subject to confidential minutes</p>	
<b>12.</b>	<p><b>Governor visit schedule</b></p> <p><b>Action 6/20: Csh to email governors subject leaders list</b></p> <p><b>A Governor asked if the school were encouraging people to come in.</b> It was asked not to until after half term</p> <p><b>A Governor stated that they believe it is important that they do go in</b> Governors will have a think about the best way to do monitoring, it could be via email or phone calls.</p> <p>Governors agreed to adapt and be more flexible.</p>	<b>CSh</b>
<b>13.</b>	<p><b>Governor Skills Audit</b></p> <p><b>Action7/20: Clerk to chase outstanding paperwork</b></p>	<b>Clerk</b>

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14.	<p><b>Governor Training Analysis report</b></p> <p><b>Action 8/20: The chair asked all governors to look at their own and see what training they need to complete.</b></p>	<p><b>All governors</b></p>
15.	<p><b>Dates of meeting for academic year</b></p> <p>Meetings will go back to being held at 7pm  <b>Action 9/20: Csh to circulate dates</b></p>	<p><b>CSh</b></p>
16.	<p><b>Meeting Review</b></p> <p><u>Items to be carried forward/not discussed</u>          None</p> <p><u>Actions to be addressed before next meeting</u>          See actions highlighted in minutes</p> <p><u>Impact</u>          Governors completed all statutory documentation.          Safeguarding training completed.          Pay recommendations agreed subject to final STPC          Governors aware of current position in School and challenges faced by SLT/Staff</p>	
17.	<p><b>Any other business</b></p> <p><b>Action 10/20: Recovery plan – the chair will forward the plan once it has been completed by SLT and requests all committee chairs to look at it for next meeting.</b></p> <p><b>A Governor asked if everyone could have a think about what the governors could do to keep a check of wellbeing of staff.</b> It was acknowledged that they are aware of what the SLT are doing on this and are happy with it but would like to be more involved. <b>Action 11/20: AP and BN will put together a letter for all staff to re-iterate the governors appreciation and continuing support during these times.</b></p> <p><b>A Governor asked if children had settled back in.</b> It was confirmed that they all have settled back in.</p> <p>The Headteacher is waiting to hear back from the LA with regards to what to do with parent consultations. <b>A Governor asked if the SLT could think about what other ways the parents could be updated with regards to how their child has settled back in. Action 12/20: CSh to take this to the SLT</b></p>	<p><b>Committee chairs</b></p> <p><b>AP &amp; BN</b></p> <p><b>CSh</b></p>

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The meeting closed at 13:55