

# 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 Tuesday 21<sup>st</sup> September 2021 at 1.15pm

**Present:**

<b>Carol Shaw (CS) – Head</b>	<b>Pam Strowgger (PS) left at 3.15pm</b>
<b>Babs Nichols (BN) – Chair</b>	<b>Annette Gear (AG) left at 3.15pm</b>
<b>Tracey Brown (TB)</b>	<b>Beth Walliker (BW) left at 3.15pm</b>
<b>Anya Poole (AP)</b>	<b>Annika Bennett (AB)</b>
<b>Richard Tolley (RT)</b>	
<b>Mike Osbourn (MO)</b>	

**In attendance:** Lorna Lawrence – Clerk

		Action
1.	<b>Election of Chair and Vice-Chair of Governors</b>  BN and AP will continue in their roles as Chair and Vice-Chair of the Governors.	
2.	<b>Welcome and apologies for absence.</b>  BN welcomed everyone to the meeting and thanked everyone for attending the morning session at school which included monitoring of English.  Apologies received and accepted from James Fletcher and Katie Thompson.  The meeting was quorate.	
3.	<b>Declarations of Interest.</b>  There were no new declarations of interest. All governors were asked to complete the pecuniary interest form and return to the clerk.	<b>All governors to sign pecuniary interest form.</b>
4.	<b>Minutes of previous meeting (28/06/21) &amp; Matters arising</b>  The minutes were accepted as an accurate record.  All outstanding actions from last academic year are completed and closed.	
5.	<b>Review of Governor Paperwork</b>  The governors are happy with the following documents and are adopting them for this academic year: <ul style="list-style-type: none"><li>• Delegation Decision Planner</li><li>• Code of Conduct</li></ul>	

# 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 Tuesday 21<sup>st</sup> September 2021 at 1.15pm

	<ul style="list-style-type: none"> <li>• Link governors</li> <li>• Governor Expectations</li> <li>• Standing orders – it has been noted that minutes from the FGB will be placed on the website and on the noticeboards.</li> </ul>	
<p><b>6.</b></p>	<p><b>Sub Committee roles, membership, and meeting dates</b></p> <p>An FGB planner has been completed which details everything to be covered by the FGB and relevant committee in the meetings for the academic year. This will be a working document so can be added to throughout the year.</p> <p>A governor asked if the Resources committee wanted to meet once or twice per term, it was decided that once per term was sufficient on the understanding that this may increase around budget setting time. Governors are also invited to attend the financial advisor meetings that take place.</p> <p>Personnel and Health &amp; Safety committee is meeting on 20<sup>th</sup> October                  Salary Review will meet on 21<sup>st</sup> October                  Resources and Curriculum committees have not arranged a date yet.</p>	<p><b>Chairs of Resources and Curriculum committees to arrange first meeting date</b></p>
<p><b>7.</b></p>	<p><b>Governor Audit Action</b></p> <p>The chair runs through the governor audit action plan and reviews the RAG status for each action point.</p> <p>The governors decided to attach the action plan to the back of the school development plan. Completing a three-year strategic governance plan was discussed.</p> <p>The completion of the notice board was discussed.</p> <p>A governor asked if the safeguarding link governor was not present at an FGB who would lead that part of a meeting. The creation of a safeguarding report that the safeguarding lead will manage will mean that information will always be available.</p> <p>A decision was made that the website will be checked termly for compliance.</p> <p>A discussion was held on committee meeting minutes. It was decided that the same template will be used for all minutes</p>	<p><b>Chair to email governors for input into the 3-year strategic plan by 30<sup>th</sup> September.</b></p> <p><b>JF to send in a picture for the noticeboard.</b></p> <p><b>Clerk to email committee chairs template for minutes</b></p>

# 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 Tuesday 21<sup>st</sup> September 2021 at 1.15pm

	<p>The governors had a discussion about safeguarding training, what is available and who needed to complete what.</p> <p>Although the Skills Audit was due to be completed Autumn2, the resignation of more governors has highlighted the need to bring this forward to Autumn 1</p>	<p><b>Clerk to email skills audit for completion.</b></p>
<b>8.</b>	<p><b>Headteachers report</b></p> <p>The headteachers report was circulated prior to the meeting. There were no further questions sent to the headteacher on the report.</p> <p>The headteacher explained that they will use data and provision plans to give information to the class teacher and then in spring the teachers will have to present the pupil progress.</p> <p><b>A governor asked about the attendance figures and if the two areas below target were due to one child?</b> It was confirmed that this was the case.</p>	
<b>9.</b>	<p><b>Safeguarding</b></p> <p>KCSIE was circulated prior the meeting. There is further training in the next two weeks and then all staff would have had their training. The headteacher will put further training in January and spring.</p> <p>The governors held a discussion on the new safeguarding report including ideas on what else to include on it. A suggestion was to use the safeguarding wheel and take 2 items per meeting to discuss to ensure everything was captured throughout the year.</p> <p>A governor asked where the accident book information would sit, it was confirmed that this would sit with health and safety.</p> <p>JF is the safeguarding governor and will take ownership of the report and compile the information gathered from other governors and visits.</p>	<p><b>Governors who have attended safer recruitment training to email CS</b></p>
<b>10.</b>	<p><b>Data Review</b></p> <p>The data document was circulated to governors prior the meeting. It was noted that it had been difficult to compile as there has been no official data. There will be work done on making sure teachers are confident in assessing.</p> <p>A governor stated that it was noteworthy that you can see the affect that lockdown had with the figures going down.</p>	

# 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 Tuesday 21<sup>st</sup> September 2021 at 1.15pm

	<p>The headteacher explained that the school will be using Fisher Family Trust to get a comparison. In addition to the LA run training courses, the chair has asked the LA if it is possible to run a bespoke governor monitoring and data course for governors specific to Pendragon's data.</p> <p>It was suggested that the data is used to ask questions when doing monitoring visits.</p> <p>The difference between girls and boy's attainment was discussed.</p> <p>Children's resilience to learning also needs to be taken into consideration.</p> <p><b>A governor asked if catch up funding will be targeted on the back of the data.</b> It was confirmed that it would be.</p>	<p><b>CS and TB to send governors breakdown of data into boys/girls/SEN/PP</b></p>
<p><b>11. Policies</b></p>	<p>AG is compiling a list of policies and their review dates to aid ongoing maintenance of policies.</p> <ul style="list-style-type: none"> <li>• Freedom of information – MO will send round to governors for ratification</li> <li>• Charging remittance and lettings – RT to complete</li> <li>• Equality and Community cohesion policy – BW to review</li> <li>• Education visits – CS to review</li> <li>• Governor visits policy – has been ratified</li> <li>• Subject leader policy – to move to Autumn 2.</li> </ul>	<p><b>MO email a copy of Freedom of Information RT to review charging remittance and lettings BW to review Equality and community cohesion policy CS to review education visits policy</b></p>
<p><b>12. Governors visit schedule 2021/22</b></p>	<p>Subject leaders will be providing action plans for their link governor by 24<sup>th</sup> September and governors have two weeks to go back to the subject leads confirming dates.</p> <p>Governors discussed whether to include a prompt on the monitoring sheet for SENDPP, it was decided that this should be a consideration at all monitoring visits but didn't need a separate prompt on the paperwork.</p>	
<p><b>13. Governor Training</b></p>	<p>The curriculum committee will monitor governor training and feedback highlights to the FGB. Governors are expected to share slides with the whole group after the training and any useful comments.</p> <p>The curriculum committee will create an evaluation form to use for training</p>	<p><b>Curriculum committee to create an evaluation form for training</b></p>

# 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 Tuesday 21<sup>st</sup> September 2021 at 1.15pm

<b>14. Governorhub</b>	<p>The clerk talked the governors through the benefits of governorhub and how it could be used.</p> <p><b><u>Decision: to go ahead with the set-up of governorhub</u></b></p>	
<b>15. CONFIDENTIAL MINUTES – Teachers 2021 pay recommendations</b>	<p>This agenda item is subject to confidential minutes.</p>	
<b>16. Dates of meetings for academic year</b>	<p>Confirmed as the following:</p> <p>22<sup>nd</sup> November 31<sup>st</sup> January 14<sup>th</sup> March 9<sup>th</sup> May 27<sup>th</sup> June</p>	
<b>17. Consider impact of meeting</b>	<p>The following items were considered:</p> <ul style="list-style-type: none"><li>• Had a direct impact on staff and their wellbeing</li><li>• Discussed budget implications</li><li>• The use of Governorhub</li><li>• The presence of governors in school for the day</li><li>• Increased governors' awareness as discussion has taken place on a broad range of areas</li><li>• Identified a training need around data</li><li>• Decisions have been made on the way forward for a lot of areas including safeguarding.</li></ul>	
<b>18. Any other business</b>	<ul style="list-style-type: none"><li>• A discussion was held on attendance numbers and whether governors needed any more information on it. It was decided that they didn't need anything further than they were receiving. <b>It was noted that 2 days in September hadn't been reported on</b> and the headteacher confirmed it was because the DfE website was not working, and they are aware of it.</li><li>• RT will be attending a budget consultation on 5<sup>th</sup> October</li><li>• OFSTED framework was sent out to governors on 27<sup>th</sup> August</li></ul>	

# 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 Tuesday 21<sup>st</sup> September 2021 at 1.15pm

	<ul style="list-style-type: none"> <li>• <b><u>The headteacher shared the COVID contingency plan with governors and they are happy for this to be shared with parents</u></b></li> <li>• A governor explained that they had sent a letter of concern to the LA about the audit and the process around how it was undertaken. It was noted that the LA response was quite positive, and they are committed to reviewing their processes and policies for conducting any review.</li> <li>• Governors held a discussion around how best to communicate with staff, examples of communication to them being email, the minutes of meetings, potentially creating a termly newsletter.</li> </ul>	
--	---	--

The meeting closed at 4.40pm

### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from 21<sup>st</sup> September 2021</b>			
1	<i>Send Clerk Signed Pecuniary Interest Form</i>	All Governors	08.10.21
2	<i>Arrange date of Resources and Curriculum committees</i>	Committee Chairs	30.09.21
3	<i>Chair to email governors for input into 3-year strategic governance plan</i>	Chair	30.09.21
4	<i>Send photo for notice board</i>	JF	01.10.21
5	<i>Create template minutes for committees</i>	Clerk	08.10.21
6	<i>Complete skills audit</i>	Clerk and all governors	22.10.21
7	<i>Governors to email head to confirm if they have completed safer recruitment training</i>	All governors	08.10.21
8	<i>Data breakdown of boys/girls/SENDPP</i>	CS & TB	08.10.21
9	<i>Policies updating:</i> <ul style="list-style-type: none"> <li>• <i>Freedom of information</i></li> <li>• <i>Charging remittance &amp; lettings</i></li> <li>• <i>Equality &amp; Community cohesion</i></li> <li>• <i>Educational visits</i></li> </ul>	MO RT BW CS	22.10.21
10	<i>Evaluation form for training to be created</i>	Curriculum committee	22.10.21