

# 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 at Pendragon Community Primary School on Monday 23 September 2019 at 7.00pm

#### Present:

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

Pam Strowgger (PS)  
Stuart Umney (SU)  
Helen Birdsall (HB)  
James Fletcher (JF)  
Kim Robichaud (KB),  
Katie Vickers (KV)

#### In attendance:

Janine Prosser – Clerk

		Action
1.	<p><b>Welcome and apologies for absence.</b></p> <p>BN welcomed everyone to the meeting.</p> <p><u>Decision:</u> Apologies were received and accepted from Olivia Myson (OM) and Jake Turner (JT).</p> <p>The meeting was quorate.</p>	
2.	<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>All governors present completed the declaration of financial interests form for this academic year.</p> <p><b>Action 01/19: Clerk to chase outstanding declarations of interest.</b></p>	Clerk
3.	<p><b>Minutes and matters arising from the last Full Governing Body meeting (10/6/19).</b></p> <p><u>Decision:</u> The minutes were agreed as a true record and signed by the Chair.</p> <p>Matters arising:</p> <ul style="list-style-type: none"><li>• 11/18 – BN is needs the updated Personnel policies - AP to send to be BN.</li><li>• 13/18 - The yearly planner has been updated</li></ul>	AP

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	<ul style="list-style-type: none"> <li>14/18 – All governors have reviewed the new Ofsted framework. There is a <i>Preparing for Ofsted</i> governor course in March 2020 BN is booked onto. Other governors are encouraged to attend also. CSh and TB are attending Ofsted training on 26 September 2019.</li> <li>15//18 – Pilot inspection – CSh reported there have been no publications on this to date.</li> <li>16/18 –the guidance note was circulated.</li> <li>17/18 - KV's paperwork has been completed.</li> <li>18/18 - CSh has circulated the supplementary attendance report.</li> <li>19/18 – HB advised the training document is now on the governor zone for governors to add to when they have completed training.</li> </ul> <p>All other actions are either complete or on today's agenda.</p> <p><b>Action 02/19 - AP to send to be BN.</b></p>	AP
4.	<p><b>Formal requirements</b></p> <p><u>Appointment of Chair/Vice-Chair to Governing Body</u></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 2021.</p> <p><u>Code of Conduct for Governors</u></p> <p>This has been updated to reflect the changes advised from the updated guidance note.</p> <p><u>Decision:</u> All governors present adopted the Code of Conduct for the academic year and this was signed by the Chair on behalf of all governors.</p> <p><u>Review of Standing Orders</u></p> <p>These have been updated to reflect the changes advised from the updated guidance note. The following changes were suggested:</p> <ul style="list-style-type: none"> <li>Preschool to be renamed as Early Years.</li> <li>Standards Chair to be KR (not OM).</li> </ul> <p><u>Decision:</u> All governors present adopted the Standing Orders with the above amendments for the academic year.</p>	

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	<p><u>Delegation Decision Planners</u></p> <p>These remain the same as the previous year. The following amendments were suggested.</p> <ul style="list-style-type: none"> <li>The initials in sections 1R and 1T to be removed and changed to the role only (SEN Governor).</li> </ul> <p><u>Decision:</u> All governors present adopted the Delegation decision planner with the above amendments for the academic year.</p> <p><b>Action 03/19 – Clerk to update the standing orders and delegation planner as above.</b></p>	Clerk
5.	<p><b>Sub-Committee Roles, membership and meeting dates</b></p> <p>The proposal is for the committee structures and members to remain the same as the previous year with the exception that the Head Teacher Performance Review (HTPR) panel will now comprise of PS, JT and SU.</p> <p>RT will be joining the Personnel and Finance committees.</p> <p><u>Decision:</u> All governors were happy with this allocation.</p>	
6.	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li><b>Finance</b> – SU reported the committee have not yet met but will meet in Autumn 2.</li> <li><b>Premises (incl. H&amp;S)</b> – There has been no meeting since the last FGB. CSh advised that there had been a complaint in February that a school hedge was causing subsidence to two properties, and that there has also been an issue over the summer where holes appeared in the field. These are thought to be linked and affecting the subsidence, not the hedge. There have been visits from the insurance company and the LA and this is being investigated. The hedge will be trimmed but will still remain at 10 foot for security issues. At present there are no concerns about the school building in relation to this. The lettings and other building users are aware of the issues. The next meeting is 9 October 2019</li> <li><b>Personnel</b> – AP reported the Policy meeting happened on 11 September 2019. There are adverts for two vacancies for TAs funded by EHCPs. There has been one application and one note of interest to date. These posts replace the Level 3 vacancy from the previous term that did not have much interest. The next meeting will be 9 October 2019 at 7pm. The salary committee review meeting will be on 30 October at 9.15. (Pay Policy Review if available).</li> <li><b>Standards (including SEND/PP)</b> – The initial response to the results was discussed at the meeting on 11 July 2019. KR reported the KS2 were</li> </ul>	

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	<p>lower than hoped, but improved on previous years. These will be reviewed in further detail at the next meeting. KS1 results were above national average. The phonics screening was also positive. EYFS was comparable to the previous year, and this cohort included 10 (out of 60) with speech and language needs. The next meeting is on 14 October at 7.00pm. If members of the committee wish to look at the blank SATS papers these will be available from 6.30pm on this night. Draft agendas for the committee have been prepared for the year and will be circulated to committee members.</p> <ul style="list-style-type: none"><li>• <b>Early Years</b> – CSh reported the meeting notes of the last meeting have been circulated and the next meeting is on 30 October 2019.</li></ul>	
7.	<p><b>Head Teacher Update – Verbal report</b></p> <p>CSh provided verbal report at the meeting.</p> <ul style="list-style-type: none"><li>• There have been 57 children start in Reception, and they are now in full time. There are only 44 children in Year 6 which will have implications for the data.</li><li>• All parents should now be receiving emails and completing payments through the new MIS system (Bromcom). The new parents evening booking system will be used going forward.</li><li>• Governors are getting the newsletters and diary dates – CSh to ensure the clerk and RT also gets these.</li><li>• The school has re-joined the PSHE service which gives access to model policies and networking opportunities.</li><li>• Year 2 will have reading cafes this year instead of reading meetings. This will be a joint parent and children activity.</li><li>• Margaret Leverett has visited the school to complete her end of year review</li><li>• Sue Arnold has completed a session for SLT</li><li>• Headteachers from Over and Swavesey completed a peer review about pupil engagement in writing. This will be repeated with the SLT in Autumn 2.</li><li>• The LA have been invited to complete a review on the curriculum on 2 October 2019. Craig Duncan will be completing learning walks and Ann Fisher will look at the SEN provision. This will be SLT only, as subject leaders will not have received their training until just before the visit. This will then be replicated with subject leads at a later time.</li><li>• Anna Marie Cooper (Governance Manager) is looking to come and meet with governors, CSh will send her BN's details to arrange</li></ul> <p><b><u>Challenge and Discussion</u></b></p> <ul style="list-style-type: none"><li>• <b>A governor asked if Team leaders would be involved in the LA visit.</b> They form part of the SLT so will be involved.</li><li>• TB reported that the Achievement for All (AWA) Quality Mark was achieved. This will be announced at the AWA coffee morning.</li></ul>	

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	<ul style="list-style-type: none"><li>• Behaviour and communication have been reviewed as part of a questionnaire for MIPs – these were overwhelmingly positive. Communication has been seen to improve</li><li>• The target card has been revisited and has become more specific. This will be relaunched at the AWA coffee morning.</li><li>• <b>A governor asked how target cards work for targets at home</b> There has been a lot of work done on engagement with families. If it is picked up these are not practised at home then further support is provided to the children.</li><li>• <b>A governor asked how many children are in the MIPS programme.</b> There are 32 children throughout the school.</li><li>• Governors noted the support staff are being kept within their Teams where possible, to develop the relationships with the core group of children.</li><li>• <b>A governor asked if they could attend the AWA coffee morning</b> Governors are welcome to attend. AP confirmed her attendance.</li><li>• A governor noted it was positive that communication has been seen to improve.</li><li>• Governors expressed their thanks to TB and the team for the work on the Achievement for All award.</li></ul> <p><b>Action 4/19 – CSh to add clerk and RT to newsletter distribution list.</b> <b>Action 5/19 – CSh to send Ann-Marie Cooper BN's details.</b></p>	CSh CSh
8.	<p><b>Teacher's Pay recommendations 2019</b></p> <p>AP reported the notes had been circulated prior to the meeting:</p> <ul style="list-style-type: none"><li>• The school teacher's pay and conditions document is not yet available and unlikely to be available in the foreseeable future.</li><li>• Appraisals need to be completed by 31 October 2019 and the pay review is normally decided in September.</li><li>• There is a recommendation to increase the minima and maxima of the pay scales (main, upper and leadership) by 2.75%.</li><li>• The TLR would also increase to 2.75%</li><li>• Based on current employee scenarios there is a difference of £3000 between awarding to all pay levels and just the minima and maxima, and this is within budget for the year.</li></ul> <p><b><u>Challenge and Discussion</u></b></p> <ul style="list-style-type: none"><li>• A discussion took place about the options available to governors.</li><li>• <b>A governor asked if there was a sense of what the staff's reaction would be to 2.75% increase.</b> There is unlikely to be a big reaction.</li></ul>	

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	<p><u>Decision:</u> All governors present were in agreement to apply the 2.75% increase to <u>all</u> pay scales, provided there are no changes to the statutory school teacher's pay and conditions document. In the event of a change, governors will reconsider this.</p>	
9	<p><b>Child Protection Policy</b></p> <p><i>JF, KR and TB left for this item only as they have already completed their training</i></p> <p>CSh circulated a new Child Protection Policy based on a new model policy from the LA. The following changes have been made</p> <ul style="list-style-type: none"><li>• This has been updated in line with KCSIE 2019</li><li>• CSh, TB, Kathryn Daily are designated leads in school and Cassie Frost and Jamie Storer are designated child protection officers in Early Years.</li><li>• The Safeguarding Board procedures are online and updated regularly.</li><li>• 1.2.1 – this now includes in a digital context</li><li>• 1.2.3 – this is new section linked to the Relationship guidance</li><li>• 1.3 – “upskirting” has been added to this section.</li><li>• 2.1 – the safeguarding procedures are added. The deputy safeguarding lead is TB or Kathryn Daily</li><li>• 3.6.1. – PHSE curriculum and the e-safety policy reflect the personal safety changes</li><li>• 3.6.3 – there is now a risk assessment and management process to help recognise those at risk of criminal exploitation and to keep children safe from it. This can sometimes be a parent being befriended for this cause.</li><li>• 4.4 – Shows how work on an allegation against a member of staff – this is worked through the Local Authority Designated Officer (LADO) office and there flow chart is an appendix.</li><li>• 6.0 – Governing body responsibilities – governors need to be aware of these.</li><li>• Appendix A – all staff need to read <i>Keeping Children Safe in Education</i> Part One, <i>Safer Working Practice</i>, and <i>What to do if you are Worried a Child is being Abused</i>.</li><li>• Appendix B – contacts have been updated</li></ul> <p><b>Challenge and Discussion</b></p> <ul style="list-style-type: none"><li>• <b>A governor asked if the school has a policy about mobile use in school.</b> If children do have mobile phones these are kept in the office during school time.</li><li>• <b>A governor asked whether a staff member is made aware if an allegation has been made</b> The flowchart is followed.</li></ul>	

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	<ul style="list-style-type: none"> <li><b>A governor asked whether governors are responsible for knowing whether procedures regarding allegations against staff are being followed.</b> CSh will clarify this with the LADO. This could be taken on by the personnel committee.</li> <li><b>A governor asked whether visitors are made aware of safeguarding requirements</b> CSh is in the process of making an information sheet for visitors.</li> </ul> <p><u>Decision:</u> All governors present were in agreement to accept the policy with the above query resolved.</p> <p><u>Safeguarding return</u></p> <p>This will be submitted next half term. To be reviewed at the next meeting.</p> <p>All governors present signed to say they had read Keeping Children Safe in Education 2019 Part One – Clerk to chase outstanding declarations.</p> <p><b>Action 6/19 – CSh to clarify the process for notification to governors with the LADO.</b></p> <p><b>Action 7/19 – Clerk to chase outstanding confirmation governors have read KCSIE 2019.</b></p>	CSh Clerk
10.	<p><b>Governor Visits</b></p> <p><u>Visits</u></p> <p>BN requested that governors record informal visits for each time they visit the school. Committee chairs will also need to allocate formal visits. If it is difficult for governors to get into the school then these can take place by email conversations staff.</p> <p>Governors were reminded they have signed up to the following expectations per academic year:</p> <ul style="list-style-type: none"> <li>1 formal visit</li> <li>3 informal visits.</li> </ul>	
11.	<p><b>Governor Training</b></p> <p><u>Training</u></p> <p>The following training needs has been booked:</p> <ul style="list-style-type: none"> <li>AP is doing the EPM update</li> <li>CSh is attending Early Years briefing.</li> </ul>	

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	<ul style="list-style-type: none"><li>• KV doing termly briefing/EPM briefing.</li><li>• The clerk is due to attend their briefing.</li></ul> <p>Governors are expected to attend one termly briefing a year.</p>	
12.	<p><b>Any Other Notified Business</b></p> <p>PSt has volunteered to be RT's mentor.</p> <p><b><u>Challenge and discussion</u></b></p> <ul style="list-style-type: none"><li>• <b>A governor asked whether there was the option to do the summer reading scheme celebration at the school.</b> This includes children from other schools so is not appropriate to hold it in the school.</li><li>• <b>A governor asked about the selection process from school council.</b> The current school counsellors are different to the previous cohorts.</li></ul>	
11.	<p><b>Date of next meeting</b> 18 November 2019</p> <p>Future dates:</p> <ul style="list-style-type: none"><li>• 27 January 2020</li><li>• 16 March 2020</li><li>• 27 April 2020 (budget submission dependent)</li><li>• 22 June 2020</li></ul>	

The meeting closed at 20.46