

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 27th June 2022 at 7.00pm

Present:

Carol Shaw (CS) – Head
Babs Nichols (BN) – Chair
Tracey Brown (TB)
Anya Poole (AP)
Richard Tolley (RT)
Natalie Willmore (NW)

Annette Gear (AG)
Annika Bennett (AB)
Katie Thompson (KT)
Tom Pinnock (TP)
Marika Chapman (MC)

In attendance:

Lorna Lawrence – Clerk
Emily Samuels (ES) – headteacher from
September 2022 arrived at 7.30pm
Miss Jupe (via Teams) left at 7.30pm

		Action owner
1.	<p>Welcome and apologies for absence.</p> <p>BN welcomed everyone to the meeting and thanked everyone for attending.</p> <p>Apologies received and accepted from James Fletcher.</p> <p>The meeting was quorate.</p> <p>The school had been opened from 6.30pm for governors to review SATs papers and complete a monitoring walkaround.</p> <p>The new staff governor Natalie Willmore was welcomed to the governing board.</p>	
	<p>Oracy Update</p> <p>Miss Jupe joined the meeting via Teams to give governors an update on oracy. The spoken language section on the curriculum was annotated to assess where the school is. Going forward, Oracy to be more explicit in the curriculum. The gaps have been addressed, for example opportunities for debate and talk for writing. Still to think about register. Looking at general classroom practices.</p> <p>Adviser came into school and was impressed by what was currently happening eg double page spreads. We are paying for 2 yrs support using PP money on this area as these children all benefit significantly from this approach. Developing literacy skills will also benefit everyone. The Advisor will come in and do model lessons and offer support.</p> <p>A governor asked how the different year groups are checked? They will check in on them at the end of each half term.</p>	

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	<p>Opportunities for talk are in the classroom and this year they will all have the opportunity to perform. Narrative writing and poetry will be a focus for the INSET day next year. A bigger task for next year is to devise and implement a speaking map.</p> <p><i>A governor asked if they could be invited to the INSET training?</i> Yes</p> <p>Miss Jupe left the meeting at 7.30pm</p>	
2.	<p>Declarations of Interest.</p> <p>AP's daughter is currently doing work experience at the school.</p>	
3.	<p>Minutes of previous meeting (25/04/22) & Matters arising</p> <p>The minutes were accepted as an accurate record.</p> <p>The actions were discussed. All actions were closed.</p>	
4.	<p>Data Training</p> <p>TB took the governors through reports for governors from the Fisher Family Trust and explained the dashboards. Governors will be given log ins.</p> <p><i>A governor asked if it was noticeable if children coming in the early years have lower than expected results?</i> This year it has been mainly language that seems to have been affected.</p> <p>The plan will be to look at data the second meeting of the FGB each term.</p> <p>The Chair asked Governors to look for Training opportunities in data next year</p>	TB
5.	<p>Governor monitoring & Review of Policy</p> <p>The policy was re-written last year along with the new monitoring document. Governors agreed that this was working and only minor changes were needed when reviewed for the new school year.</p> <p>The chair explained to the governors that if they see something on a visit that caused concern and/or needs to be addressed then it should be reported immediately to the Head or Deputy Head. If Governors are unable to arrange a timely follow up, then they need to ask another governor so it can be addressed promptly.</p>	

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	<p>The policy states that after the monitoring visit the governor should speak to the headteacher . The policy will be amended to state this can be the head or deputy.</p> <p>Governors were also reminded to send their reports to subject leads for accuracy checks. It was discussed and agreed that staff will only have to respond if they have feedback. The report will be uploaded and shared after 5 days with the SL.</p>	BN All Governors
6.	<p>Headteachers report</p> <p>The headteachers report was circulated prior to the meeting. <i>A governor asked what is being done with the LGBTQ+ toolkit.</i></p> <p>It is for information only at this point and it will be launched to staff in Autumn term.</p> <p><i>A governor asked for any data breaches to be added to the headteachers report?</i> There haven't been any, but a section will be added.</p>	
7.	<p>Brief Verbal Updates</p> <p>Personnel – met last week and the minutes have been circulated.</p> <p>Resources – It was agreed via emails to increase the lettings charges. The budget has been submitted. There will be a meeting before the end of term to look at spending.</p> <p>Curriculum and monitoring – at the last meeting the subject policies were agreed, the next meeting is on Monday.</p> <p>SENDPP – the latest report has been sent out; a learning walk has been completed. There are no further meetings this academic year.</p> <p><i>A governor asked about the tuition in year 2 that it was reported it hadn't worked as well and what will happen next year?</i> The process of targeting children for this next year is in process.</p> <p><i>A governor asked how the All about me had gone?</i> 11 out 54 had been returned by parents. Most of them have now been completed by Staff.</p> <p>Governors had a discussion about the response on Parentview regarding SEND. The headteacher expressed their thanks for the support on the coffee</p>	

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	<p>morning. Governors were asked to include SEND provision on their monitoring visits. The headteacher will do a SEND update for the end of term.</p> <p>Safeguarding – the report has been sent round. Outstanding governors are asked to complete the prevent training. A full safeguarding audit will be completed this week. Governors are reminded to include safeguarding on their monitoring visits.</p> <p>Training – TP has completed the introduction to governance course and MC will complete it July.</p>	
8.	<p>Policies to Review</p> <p>Data Retention, Data Protection and RE were to be ratified by governors.</p> <p><i>A governor raised that specific time frames need to be included in the Data Retention Policy.</i></p> <p><i>A governor asked how we actually use our privacy notices.</i></p> <p>Discussions were had on data retention times and on privacy notices.</p> <p><i>A data retention table will be added with advice from EPM</i></p> <p><i>An investigation into signing of privacy notices will be undertaken</i></p> <p>Decision – policies were ratified by governors</p> <p>Governors had a discussion on how to distribute new policies. Once a policy has been ratified, the person who has taken ownership of it should finalise it and send it to the Policy Governor (AG). The Policy Governor will update the policy schedule, send the policies to the HT to be uploaded onto Staff Share and ask the website governor (AB) to upload them to the website. A suggestion was to load them onto Sharepoint. Governors will take turns to update staff on policies which have been ratified.</p>	<p>AP</p> <p>JF</p>
9.	<p>FGB Moving forward</p> <p>BN term expires next spring but will stay on another year and AP will also stay on another year both to support the new headteacher. AP will step down as vice chair and governors are asked to think about becoming vice chair with the aim of becoming chair when BN leaves.</p> <p>The chair had reflected on the changes to the committees that has taken place this year. A suggestion put forward is to make this two committees going forward – Personnel & Policies, and Resources (with health and safety), with a suggestion of each committee having co-chairs. Monitoring would come to FGB</p>	

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	<p>so everyone can have an overview of the School. The chair will circulate a plan.</p> <p>Governors agreed that this would be a sensible plan.</p> <p>Meeting expectations and minute expectations will be discussed at the next FGB. A suggestion was made that some policy monitoring should take place next year also.</p>	BN
10. Consider impact of meeting	<p>TB and MC are booked on the induction to governance. AB has completed health and safety training.</p> <p>Succession Planning to ensure a planned handover of the FGB leadership</p> <p>Changes to FGB sub committees to ensure smarter working and greater oversight of monitoring at FGB</p> <p>Data Training so all Governors understand these reports</p>	
11. Any other business	<ul style="list-style-type: none">The headteacher explained to governors about investigations into getting a running track. Governors agreed for these investigations to go ahead.The use of remote meetings was discussed. It was suggested that FGB's are face to face and it will be up to chairs of the committees what they do, dependent on the Agenda.A governor asked if the unions had been in touch with teachers yet re possible Strike Action. No, they haven't.Attendance was discussed and explained that as the figures only get submitted on a Thursday and a SEND pupil is out on a Thursday and it affects the figures.It was confirmed that Ori will be the School Improvement Adviser next year.Each governor has been asked to write a few sentences about themselves.Wellbeing for headteachers was discussed. They have access to Headspace, and it is covered in their appraisal.A website audit has been undertaken, everything that should be is on there but it doesn't appear to be in a consistent, logical order so it has been suggested that this is reviewed.If any governors had a question from this evenings walkaround they were asked to email the headteacher.	All governors

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13.	Date of meetings for next academic year 23 rd September - governor day 14 th November 23 rd January 6 th March 8 th May - although this may need to move dependent on Budget Dates 19 th June	

The meeting closed at 9.30pm

ACTIONS:

No.	Action	Owner	Timescale
Actions from 27th June 2022			
1	<i>Data retention advice sought from EPM</i>	AP	22/07/22
2	<i>Investigate signing of privacy notices</i>	JF	22/07/22
3	<i>Plan of committee structure to be circulated</i>	BN	22/07/22
4	<i>Governors to write a paragraph on themselves</i>	All governors	22/07/22