

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 25th November 2024 at 5.30pm at Pendragon School

07	MC to add the date of when the SCR was last checked on the visit report form moving forward. <i>Safeguarding link Governor/TP to action. – Complete</i>	TP	Autumn 2 FGB
Actions from 24th June 2024			
09.6	Annual Impact Statement - TP to collate information from the impact of the meeting from this year's FGB meetings and will reach out to Governors if more information is required. <i>TP to complete. – Complete</i> <i>New follow-on action created 25.11.2024.</i> <i>Annual Impact Statement – the impact statement has been uploaded to Govhub - All to review and any questions raise with TP and Clerk before end of the week. 29.11.24</i> <i>Clerk to confirm if the annual impact statement is a public document and a requirement.</i>	ALL Clerk	29.11.24 Spring 1 FGB
Actions from 21st October 2024			
06.2	TP, to write a letter to parents to inform them that the Governing body currently has two Parent Governor vacancies providing insight as to the reasons behind the vacancies and that parent elections will be taking place soon. TP to email the letter to the Headteacher once complete for the letter to be handed out to parents during parents evening. – <i>Complete</i>	TP	ASAP
06.2	TP to contact the Local Authority School Governance team to inform them of the three Co-opted Governor vacancies to find potential candidates. The vacancies have also been posted on Governor for schools' website – <i>Complete</i>	TP	ASAP
07.1	TP to cover Safeguarding Governor role in the interim. TP and Headteacher meet to discuss further. – <i>Complete</i>	TP	Autumn 2 FGB
07.3	Headteacher to follow up with the LA for clarification around the School Improvement Plan in relation to HT appraisal process. – <i>Complete</i>	Head	Autumn 2 FGB
07.3	AB to circulate the Headteacher's new objectives to all governors. – <i>Complete</i>	AB	Autumn 2 FGB
07.3	Discuss the formation of the HT Appraisal Review Committee at next FGB, when potential new governors are in role. – <i>Complete</i>	ALL	Autumn 2 FGB
07.4	CM-Clerk to confirm if the document requires annual ratification and locate copy of Standing Orders 2023-24. – <i>Complete</i>	CM- Clerk	Autumn 2 FGB
07.9	TP to update and recirculate Governor Expectations documentation – <i>Ongoing - Follow on action; Clerk to recirculate.</i>	Clerk	Spring 1 FGB
08.0	Headteacher to send excel spreadsheet log of suspensions to TP, Chair. – <i>Complete</i>	Head	ASAP
08.0	Headteacher to contact SIP for advice and clarification regarding collating attendance data. – <i>Complete</i>	Head	Autumn 2 FGB
10.3	Headteacher to send the Annual Safeguarding Report for Governors to TP, Chair/Safeguarding link Governor. – <i>Complete</i>	Head	ASAP
11.1	Curriculum and Standards visit to be organized. TP and TB to arrange. – <i>Complete</i>	TP & TB	ASAP
11.5	TP, Chair to complete the Annual Impact Statement. – <i>Complete</i>	TP	ASAP

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	12.1 0	AB to send an email to teachers to inform them of the 5.5% pay increase to be received in December pay. – <i>Complete</i>	AB	Autumn 2 FGB
	15.1	TP, Chair, to send email communication to all parents informing them of the school meal price increase with effect from 1 st December 2024. – <i>Ongoing</i> <i>New follow-on action created 25.11.24; Headteacher to send email communication to all parents informing them of the school meal increase with effect from 1st January 2025</i>	Head	January 2025
	15.2	Headteacher and TP, Chair to discuss the uniform policy in more detail. – <i>Complete</i>	TP & Head	Spring 1 FGB
	15.2	CM-Clerk to add Uniform Policy as an agenda item for FGB Spring 1 agenda. – <i>Complete</i>	CM-Clerk	Spring 1 FGB
5.	Annual Review of Governing Body’s Operating Guidelines and Governor Business – to approve:			
5.1	Standing Orders 2024 Standing Orders 2024 (1).docx - GovernorHub A few minor updates and changes had been made to the standing order. The clerk confirmed that the meeting quorate was based on the present governing body, not including vacancies. It was noted that the standing order refers to the Governor allowance policy which will be covered under agenda item 11.5. Decision: Standing Order 2024 was approved			
5.2	Instrument of Government The review date to be amended from October 2024 to July 2025, to review during the July 2025 FGB meeting. Decision: Instrument of Government was approved			
6.	Head teacher’s report As agreed at the FGB 21st October 2024, during the 2 nd half term (Autumn 2) the Headteacher report would be presented as a question-and-answer/summary session rather than a full Headteacher report. Resignation The Headteacher informed the Governing body of the recent resignation of the school’s Finance Manager. Noted that HB is a Co-opted Governor. Financial advice Due to the school’s Finance Manager’s recent resignation, the Local Authority have offered to provide financial support to the school in the interim. The school can also reach out to other school Finance Managers for financial support if they have capacity to do so.			

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	<p>The Finance Manager, HB aims to complete all ongoing tasks by the end of January 2025, for handover to start February 2025. The school will then have options to cover the role, either by recruiting to the post, continue being supported by the Local Authority, or reach out to other school Business Managers who may have the capacity to cover.</p> <p>Staffing</p> <ul style="list-style-type: none">• One member of staff has started maternity leave.• One member of staff returning from maternity leave, middle of December 2024 on 3 days.• Other member of staff returning from maternity leave end of January 2025 <p>No attendance data to share.</p> <p>Safeguarding Headteacher has shared a written safeguarding report containing headlines and understanding with Safeguarding Link Governor, currently being covered by Chair of Governors, TP in the interim. The report will then be shared with the Governing body.</p>	
<p>7.</p>	<p>Committee Updates</p> <p>People and Finance Committee The Chair of People and Finance Committee, AB provided an update from the meeting that took place on 18th November 2024. The meeting covered a detailed staffing update, a financial update (however no access to the SBS financial system) appraisal discussions, salary Review Committee actions and policy management. Noted that the minutes were circulated and uploaded to Governor Hub today (25.11.24).</p> <p>Curriculum and Standards Committee The Chair of Curriculum and Standards Committee, TB provided an update from the meeting that took place on 11th November 2024. The meeting compromised of a data overview, including key factors and data points.</p> <p>Link Governor roles. OPAL/Play Link Governor TB confirmed that the minutes had been sent a few weeks ago with actions and as a result play have developed significantly.</p> <p>SEND Link Governor, SN, confirmed that he had completed his relevant SEND training. At the SEND training it was mentioned that the SEND Policy had been updated recently – this will be covered under agenda item 12.4 SEND policy information report 2024 Pendragon.</p>	

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<p>7.1</p>	<p>The school has a high number of SEND, which has increased significantly to 60 children in total, 19 of which have SEND needs, 47 require SEN support and 13 with EHCPs. It was noted that an average primary school has 16% SEND.</p> <p>This has raised concerns, as the school has a duty of care to serve and provide essential provisions with little to no support from the local authority and social care with an ever-increasing workload for staff.</p> <p>The Governing body acknowledged the work of the SENDCo and SEND within the school despite the ongoing challenges.</p> <p>The school currently has no specific SEND point of contact at the Local Authority, there is over twenty weeks wait for Educational Health Care Plan (EHCP), no financial stability, and limited support being offered to schools, as local authority services are so stretched.</p> <p>The Local Authority and Social Care provision in Cambridgeshire it at crisis point.</p> <p>Unfortunately, this is not isolated to the school, the significant increase of paediatric referrals and further SEND support is a nationwide issue as the current system is overwhelmed and fragmented.</p> <p>Due to the challenges, highlighted, the school needs to remain focused on small wins that the school can offer and prioritise accordingly. The aim for school is to continue to use funding, covering in the short term, however the long term is unpromising.</p> <p>In the long term a viable option would be for the school to reach out and work with other schools collectively or for the school to “buy in” SEND support from an academised Trust school.</p> <p>Discuss the formation of the HT Appraisal Review Committee Decision: Deferred to when potential new governors are in role.</p> <p><i>A governor asked if academisation would be an option in the future?</i> Academisation would assist with financial costs and pulling together of resources. However, this would have implications on the Governing body, as the Governing body would disband to form a board of trustees. Soft federations, offer a similar Governance model and share resources, this is for consideration and discussion at a later point.</p> <p>It was acknowledged that the school is currently in a positive position, and therefore would have the advantage to choose the school(s) to academize with. It was noted that the school is the biggest primary feeder school to Swavesey Village College.</p> <p><i>A governor mentioned, that in last year’s first Curriculum and Standards Committee Meeting (October 2023), monitoring questions were created to link to the School Development Plan (SDP) however this did not happen during the first Curriculum and Standards</i></p>	
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	<p>Committee Meeting this year? (October 2024) do they not apply to this academic year?</p> <p>Action01: Headteacher and TB to consider the monitoring questioned linked to last years SDP and confirm if they apply to this academic year.</p>	
8. 8.1	<p>Safeguarding</p> <p>Safeguarding Link Governor</p> <p>Covered above as part of Headteacher update.</p>	
9. 9.1	<p>Governor Business</p> <p>Resignations/vacancies of the Governing body and recruitment</p> <p>The chair informed the Governing body that no Governor resignations had been received since the last FGB meeting held on 21st October 2024. The vacancies remain as three (3) Co-opted Governor vacancies and two (2) Parent Governor's.</p> <p>Following on from the last FGB meeting, TP, wrote a letter to parents to inform them that the Governing body currently had two Parent Governor vacancies, providing insight as to the reasons behind the vacancies, and that parent elections will be taking place soon however no responses were received.</p> <p>Decision: The board decided for an article to be included in the school's newsletter to inform all that the governing board currently has 2 Parent Governor vacancies, January 2025.</p> <p>Action02: TP to consult with the school office to include a submission in the next school newsletter article informing parents that the governing board currently has 2 Parent Governor vacancies.</p> <p>Decision: The board decided that it would be beneficial to have Governor presence at upcoming school social events to increase visibility of the Governor role and answer questions.</p> <p>As a result of this one Governor agreed to attend the school production, 2nd December 2024, and once Governor agreed to attend the sandpit fill, 18th January 2025.</p> <p>The Chair of Governors, TP contacted the Local Authority School Governance team to inform them of the three Co-opted Governor vacancies to find potential candidates, as a result the vacancies have been posted on the Governor for Schools website.</p>	TP
10. 10.1	<p>Governor Monitoring and Development</p> <p>Governor training/briefings</p> <p>SN attended SEND: What Governors Need to Know held on 17th October 2024.</p> <p>TP attended Schools Funding, Budgeting and Financial Monitoring held on 12th November 2024, Schools Financial Value Standard (SFVS) held on 12th November 2024 and Termly Chairs' Networking Sessions - Peer-to-Peer support on topical governance issues held on 7th November 2024.</p>	

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<p>10.2</p>	<p>TP will be attending the Being and Effective Safeguarding Governor on, 3rd December 2024 and Being an Effective Governing Body (Getting OFSTED Ready on 28th January 2025. TW attended Early Reading and Phonics held on 13th October 2024. TW will be attending Safeguarding – A Governors Role on 26th November 2024. TB attended Health and safety Link Governor training held on 8th October 2024. TB will be attending the Schools Property Maintenance/Estates Management on, 9th December 2024 and Safeguarding – A Governors Role on, 4th January 2025. HB attended Schools Financial Value Standard (SFVS) held on 23rd October 2024. Noted that requirements for the Schools Financial Value Standard (SFVS) have increased, whereby considerable evidence must be provided. With the School Finance Manager’s recent resignation from post, the school will undertake the requirements thorough evidence collection, and a Governor will be allocated to complete by Friday 14th March 2025 Decision: Moving forward, add requirements and outstanding actions of the SFVS as a standing FGB agenda item to highlight and provide an ongoing record. Action03: Clerk to add requirements and outstanding actions of the SFVS as a standing FGB agenda item.</p> <p>Monitoring visits Link Governors and visits. Maths -TP is waiting for a response from the maths lead regarding organising a date for a maths monitoring visit. Music - AB has a visit planned, with TW shadowing. Modern Foreign Languages (MFL) – AB has completed a MFL visit. Science - Once TW has shadowed a monitoring visit, TW will organise and conduct a science visit, during the first week of December 2024. English - KG to organise. Action04: KG to organise an English Governor link role visit. SEND - SN has completed a SEND visit. Art and DT – TP will organise an Art and DT visit for spring term 2025. TP is covering Art and DT in the interim, the link role be assigned to new governor when in post. Health and Safety – TB and headteacher to conduct a Health and safety visit. Winter Walk – TP to attend in his Chair capacity.</p>	<p>Clerk</p> <p>KG</p>
<p>11.</p>	<p>Budget/Finance Update Budget/Finance Update</p>	

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	<p>HB, School Business Manager, was not able to provide a budget/finance update as the SBS Budgeting tool system has been updated again and there is a general lack of trust of the system, the system is still not completed indicating more inaccurate figures.</p> <p>Broadband The school were notified on 4th November, by the ICT service that the broadband supply that they currently provide via EastNet will not continue beyond March 2025. 3 quotes had been sought, waiting for a 4th quote, then undertake an analysis and breakdown of services the packages on offer.</p> <p>The Chair thanked HB, in her role as School Business Manager for all her work and support.</p>	
12.	<p>Policies for review <u>Policies requiring further discussion – deferred from FGB01 21st October 2024</u> All policies were uploaded in GovHub in advance of the meeting. All Governors were asked to read the policies before the meeting.</p>	
12.1	<p>Anti Bullying Policy Oct 2024 Suggested to include an appendix for all useful documentation. Pupil friendly version of the policy is in progress. Decision – governors ratified Anti Bullying Policy Oct 2024.</p>	
12.2	<p>Suspension and Exclusion Policy Sept 24 & CCC Exclusions guidance With reference to section 4.2, page 5: - <i>For any suspension of more than 5 school days, the governing board will arrange suitable full-time education for the pupil. This provision will begin no later than the sixth day of the suspension.</i> Decision – governors agreed for the wording “arrange suitable full-time education for the pupil” to be replaced with the governing body will “ensure that” suitable full-time education for the pupil. Action:05 Headteacher to seek clarification and guidance from the Link teacher regarding timelines of suspensions (more than 5 school days, or 15 or more).</p> <p>With reference to section 8.2 page 11: - <u>Reintegration meetings</u> <i>The school will clearly explain the reintegration strategy to the pupil in a reintegration meeting before or on the pupil’s return to school. During the meeting, the school will communicate to the pupil that they are getting a fresh start and that they are a valued member of the school community.</i></p>	

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<p>12.3</p>	<p>Decision – governors agreed that a re-integration meeting is not appropriate as this could be a very traumatic experience for the child. Agreed to welcome back the child in the normal way and integrate.</p> <p>Decision – The Suspension and Exclusion Policy Sep 2024 <u>was not ratified</u> at this point by the governors due to items above requiring more guidance/confirmation.</p> <p>First Aid Policy Sept 24 It was recommended to include hyperlinks within the guidance document for ease. The first aid policy will require updating soon when the school launches the new medical tracker software on 2nd December 2024. The new medical tracker will replace the first aid book. <i>A governor asked if there is a requirement to record part of the health and safety audit?</i> No, no requirement as part of the health and safety audit, more guidance required. Action:06 Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit. <i>A governor asked, how many staff are first aid trained?</i> Unable to confirm numbers of staff who are currently first aid trained, however refresher training to take place in September 2025 All staff first aid trained will be listed on the medical tracker for quick reference. Decision – governors ratified first Aid Policy 2024. Review the First Aid Policy 2024 once Health and Safety audit has been completed.</p>	
<p>12.4</p>	<p>SEND policy information report 2024 Pendragon. The policy is linked to the Key and local model policy. Amendments as follows:</p> <ul style="list-style-type: none"> • Learning support assistant, is a HLTA or TA, requirement to have 2 HLTAs. • All SEND complaints to follow the Complaints policy. • Monitoring arrangements – remove name and add service. • Accessibility Plan – complete as part of the SENDCo role • SEND policy requires adaptation and to be scaled back. <p>Action: 07 SENCo to update (adapt and scale back) the SEND policy and add hyperlinks for easy access. Decision – SEND policy information report 2024 Pendragon was ratified by governors based on the amendments mentioned above. Review the SEND policy information report yearly. Review Summer 2025.</p>	

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12.5	Governors Expenses Policy Based on a model policy. Remove GovernorHub Knowledge Hub from the policy and replace with Pendragon. Amendment as follows: <ul style="list-style-type: none">• In reference to page 2, replace inclusion with for reasonable allowances. Decision – Governors ratified Governors Expenses Policy.	
13.	Dates of future meetings 2024/25 Academic year <ul style="list-style-type: none">• Monday 3rd February 2025• Monday 17th March 2025• Monday 28th April 2025 (Budget approval)• Monday 23rd June 2025 (School Day Session) The start time of these meetings will be 5.30pm, held at the school, unless otherwise stipulated nearer the time.	
14.	Consider impact of meeting <ul style="list-style-type: none">• Ratified policies that required further discussion and provided challenges, including First Aid and Exclusion policies.• Finalised the Governors Expenses policy.• Committee updates• A brief Budget/Financial update• Awareness of staff changes• Approved and agreed Standing Order• Agreed new steps to recruit new governors.• Verbal Headteacher report, providing an understanding of this half term.• Gained perspective of the SEND and Social care challenges in Cambridgeshire• Focused on FGB open actions, resulting in many actions being closed.• Governor Monitoring visits taken place and those due to be scheduled.• Training records discussed; future training planned.	
15.	AOB HB resignation – School Business Manager The Chair, on behalf of the Governing body, thanked HB for all her dedicated time and support during her role as School Business Manager.	

The meeting closed at 19.27pm.

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Questions	Green italics
Decisions	Blue bold
Actions	Red

ACTIONS:

No.	Action	Owner	Timescale
Actions from 21st October 2024			
07.9	TP to update and recirculate Governor Expectations documentation – <i>Ongoing - Follow on action; Clerk to recirculate.</i>	Clerk	ASAP
15.1	TP, Chair, to send email communication to all parents informing them of the school meal price increase with effect from 1 st December 2024. – <i>Ongoing - Follow on action; Headteacher to send email communication to all parents informing them of the school meal increase with effect from 1st January 2025</i>	Head	January 2025
Actions from today's meeting 25th November 2024			
3	Clerk to add Code of Conduct on next FGB's agenda (February 2025)	Clerk	Spring 1 FGB
4	Open actions – 05 8 th May 2024 – MC to send a letter to Phillip Hill at County, from the Governors to ask for an update regarding the school fence. <i>New follow-on action created 25.11.2024.</i> <i>TP to action.</i> TP to follow up email regarding the school fence with the Local Authority. Health and safety highlighted significant issues with the fence.	TP	ASAP
4	Annual Impact Statement – the impact statement has been uploaded to Govhub – <i>Complete –</i> <i>New follow-on action created 25.11.2024.</i> All to review and any questions raise with TP and Clerk before end of the week. 29.11.24 Clerk to confirm if the annual impact statement is a public document and a requirement.	All Clerk	ASAP
7.0	Headteacher and TB to consider the monitoring questioned linked to last year's SDP and confirm if they apply to this academic year.	Head & TB	Spring 1 FGB
9.1	TP to consult with the school office to include a submission in the next school newsletter article informing parents that the governing board currently has 2 Parent Governor vacancies.	TP	January 2025
10.1	Clerk to add requirements and outstanding actions of the SFVS as a standing FGB agenda item	Clerk	Spring 1 FGB
10.2	KG to organise an English Governor link role visit	KG	ASAP

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12.2	Headteacher to seek guidance on the suspension and exclusion policy from the Link teacher.	Head	Spring 1 FGB
12.3	Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit.	Head	Spring 1 FGB
12.4	SENCo to update the SEND policy, by reducing the content and adding hyperlinks for easy access.	SENDCo	Spring 1 FGB

Future agenda items

FGB Spring 1

- Uniform Policy
- Code of Conduct
- SFVS (requirements and outstanding actions)