

# 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 Friday 3<sup>rd</sup> April 2020 at 2.00pm – Via Microsoft Teams

**Present:**

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

**In attendance:** Janine Prosser – Clerk

		Action
1.	<b>Welcome and apologies for absence.</b>  BN welcomed everyone to the meeting first virtual meeting.  <u>Decision:</u> There were no apologies.  The meeting was quorate.	
2.	<b>Declarations of Interest.</b>  There were no new declarations of interest.  Standing interests: <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>	
3.	<b>HT Update regarding Corona Virus</b>  Prior to the meeting the Chair asked all Governors for a list of questions and challenge to be addressed by the Head Teacher prior to the meeting. The answered questions, together with other information, including Staff rota, CPD and Staff newsletters (attached with these minutes) were forwarded by the Head. Governors were asked if they had any additional questions but were all content with the responses.  CSh provided the following update: <ul style="list-style-type: none"><li>• Staff are paid if they are self-isolation. Those with primary age children are not expected in school. HB to clarify whether this is statutory sick pay.</li><li>• There are CPD expectations being set for staff for next term.</li></ul>	

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- Teacher expectations are to contact children once week if they have not heard from them.
- On Monday 20<sup>th</sup> April 2020 (professional day) the term's plan will be developed and this will be shared. The plan will be mixed package of work for students.
- The Union's advice recommends that teachers do not do live lessons as this is not best way for pupil teacher interaction, and for teacher safety. This may also not be possible for families with more than one child or IT access issues.
- The home learning packs should be ready by the end of the professional day. Resources are also being shared in the newsletters. There will be activities for independent learning, ideas for structure, Maths, English and Topic for each day, with key learning facts and advice on how to do this with children.
- There has been some positive feedback from the welfare calls on the work children are doing.
- PP children will be given packs for craft activities in September as it has become apparent not all children have these.
- Teachers are exploring online resources, e.g. Purple Mash.

### Challenge and discussion

- **A governor asked about the probationary period of staff**  
AP will contact EPM about this.
- **A governor asked if CPD carried out would be recorded.**  
Some staff have already been sending her certificates for CPD they have accessed. Although there is a request for one piece of CPD to be completed each week, the school are aware of how there may/will be circumstances which impact staff's ability to conduct work at home, so there is no stringent tracking in place.
- **A governor asked when CSh and TB would each be taking a second week's break as they are both in for a week each over Easter.**  
CSh and TB reported they are not inclined to take a second week. Governors expressed that it is important that they get a break and should look to work that into their schedule.
- TB has enquired about what happens regarding our NQT who is not able to complete her NQT year as planned. She had been informed that unless there were concerns, our NQT will be passed.
- **A governor asked if there will be extra support for our NQT next year.**  
TB explained that there is always additional support for staff in their RQT year.
- **A governor asked if the school could do more if there were more resources.**

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	<p>The school has got lots of electronic packages it has already bought into. Foundation stage will more practical.</p> <ul style="list-style-type: none"> <li>• <b>Governors asked about the learning packages available after Easter</b>                      The school recognise that the learning environment at home will be challenging for everyone and said that the staff are working hard on producing learning. This will be decided on the professional day meeting on the 20<sup>th</sup> April.</li> <li>• <b>A governor asked if the school will have some way of assessing progress when the children return.</b>                      They will be assessed and compared to the standards from before they left. The standards will be lower but this will be the same nationally. When they return there will be a form of revision.</li> <li>• <b>Governors noted the main area of concern is the SEND PP children, however here is specific learning being sent for children with EHCP's that are not behaviour related.</b></li> <li>• <b>A governors asked whether the children are spoken to on calls.</b>                      Welfare calls are aimed at the parents, but some children do answer the phone.</li> </ul> <p><b>ACTION 32/19 – HB to confirm whether sick pay is statutory.</b>  <b>ACTION 33/19 – AP to contact EPM abut probationary periods.</b></p>	<p><b>HB AP</b></p>
<p><b>4.</b></p>	<p><b>Budget Update</b></p> <p>CSh reported draft has been built with Jane Greene (School's Financial Advisor) but this will need tweaking.</p> <p>HB advised Year End has been submitted today.</p> <p>The budget will be reviewed with the LA after Easter – HB to contact Jane for virtual meeting and invite SU.</p> <p>Budget to be agreed at next virtual meeting.</p> <p><b>ACTION 34/19 – HB to invite SU to next budget meeting</b>  <b>ACTION 35/19 – Budget to be on next meeting agenda</b></p>	<p><b>HB Clerk/ Chair</b></p>
<p><b>5.</b></p>	<p><b>Date of next meeting</b></p> <ul style="list-style-type: none"> <li>• TBC</li> </ul>	

The meeting closed at 15:06

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