

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 31st January 2022 at 7pm via Microsoft Teams

Present:

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

Annette Gear (AG)
Annika Bennett (AB)
Katie Thompson (KT)

In attendance:

Lorna Lawrence – Clerk
Georgie Groves (GG) left at 7.24pm

		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 and Beth Walliker.</p> <p>The meeting was quorate.</p>	
	<p>Georgie Groves – update on CPD and ECT</p> <p>GG updated governors on CPD that had been identified through the school development plan. A CPD needs list has been gathered from appraisals and monitoring. GG shares her screen showing an example CPD log and also takes governors through flow charts that show what happens if CPD is identified.</p> <p>GG gave an update on ECT mentoring. GG update document was circulated to governors. The following questions were sent to GG from governors prior to the meeting:</p> <p><i>The new teacher appraisal form has an annex: Learning & Development Plan, which asks for what training and development was done in previous year & it's impact, and what need for coming year and agreed ways of meeting these.</i></p> <ul style="list-style-type: none">• <i>Are these forms in use?</i> Yes, it is• <i>Any feedback on how these are working?</i> Feedback has been positive so far but will get more by the end of the year• <i>Who is checking on the progress?</i> Team leaders and GG• <i>Are requests/plans being discussed in the professional conversations?</i> Yes, they are and are being logged on the CPD logs.	

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 31st January 2022 at 7pm via Microsoft Teams

	<p><i>What CPD has taken place to manage low level disruption. If none - when is this likely to take place?</i> There have been wellbeing days, attachment training, ECTs have had behaviour training and SEND service to provide de-escalation training for those where it was needed, and autism training planned for next half term. Up to date STEPS training to be arranged for summer term.</p> <p><i>How is it working for the TAs whose appraisals are due this half term?</i> This has been difficult due to absences because of covid but they are planned in.</p> <p><i>How is CPD selected?</i> Through appraisals, monitoring and professional conversations</p> <p><i>How is learning shared with the wider team?</i> This is a work in progress</p> <p><i>How do we know CPD undertaken is effective?</i> Staff should be evaluating themselves, through professional conversations and SLT are including it in their monitoring.</p> <p><i>If someone isn't happy with the CPD on offer, what should they do?</i> They should raise it as part of a professional conversation. The CPD log should start showing everything that they receive.</p> <p>GG was thanked for her time and left at 7.24pm</p> <p>Link Governor (BN) will be meeting GG for a Monitoring Visit on 9 Feb</p>	
2.	Declarations of Interest. There were no new declarations of interest.	
3	Governor Membership & meeting protocols The chair explained that there had been two responses to the recent advert for governors. One person asked for more information, and one has asked for an application form. Helen Birdsall has been confirmed as an associate member. Online meeting protocols were discussed. The chair asked that governors all appear on camera if they can be from a safeguarding point of view if they can't be to talk to the chair in advance of the meeting. All governors were in agreement to the meeting protocols.	
4.	Minutes of previous meeting (22/11/21) & Matters arising	

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 31st January 2022 at 7pm via Microsoft Teams

	<p>The minutes were accepted as an accurate record.</p> <p>The actions were discussed. All actions were closed.</p>	
5.	<p>Report from Sub Committees</p> <p>Personnel & Health and Safety The next meeting in on 7th February and will be a joint meeting with Resources for the first hour as the Committees starts to look at staffing for the next school year. Induction interviews for staff who started in Sep 2021 are recognised as being overdue – this is due to illness, levels of covid and governor workload. AP will contact them. The headteacher gave an update on the office staff following one member of the team leaving in January.</p> <p>Resources The next meeting will be later in February and will mainly be discussing the SFVS. As at the end of December the budget is on track. There are some heating challenges at the moment which will use some budget. It was also noted that supply costs will go over budget due to covid staff absences. The Committee Chair and Finance Secretary are creating a Monthly Budget status document for uploading to governorhub.</p> <p>Curriculum & Monitoring The next meeting is on 22nd February.</p> <p>SENDPP KT visited preschool on 13th January for a monitoring visit. The last main meeting was postponed due to covid so will meet next half term.</p>	
6.	<p>Headteachers report</p> <p>The headteachers report was circulated to governors prior the meeting and all governors had time to read it and questions were sent to the headteacher.</p> <p><i>A governor asked has there been any feedback from parents on the remote learning in place.</i> Not to the headteacher, individual teachers have had some, some parents of children expecting remote learning for non-covid illness. Also, teachers have been ill so live lessons cannot always take place.</p> <p><i>A governor asked if any feedback on the professional conversations that took place in Autumn Term?</i> It has all taken place – it has been reported as going well- governors were encouraged to discuss with staff directly.</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 Monday 31st January 2022 at 7pm via Microsoft Teams

<p><i>A governor stated that the headteachers report mentions Spring 2 work calendar – don't see this on governorhub.</i> The calendar has not been finished yet and will be on governorhub once it has been.</p> <p><i>A governor asked having seen the weekly attendance comparison report can you confirm that Pendragon attendance has generally been in line with or higher than the Cambridgeshire figures?</i> The headteacher sends out the LA figures every week which include comparison to school and LA – collated from DFE report. Additional information from FFT can be found on governorhub. The FFT attendance tracker shared confirmed that our attendance has been inline or above Cambridgeshire average.</p> <p><i>A governor asked about PP Catch Up Spring 2022 - What impact has Covid had on this programme - Supply Issues?</i> Yes- where staff and children have been ill. Report at end of term to report on impact later in the term. (Started in January)</p> <p><i>A governor asked about SEF Gradings - who, both internally and externally, created the gradings?</i> - SLT, staff and governors were invited to comment but not all had yet submitted any.</p> <p><i>A governor asked if the well-being work continued after the 3 days - will it/has it been embedded in school</i> – There have been wellbeing days, link to Friday celebration assembly, PSHE class assembly and journaling, this has all seen by LASIA with PSHCE on a monitoring visit last week and they were very happy with it.</p> <p><i>A governor asked about Open Lessons - what are the back up plans - will they be recorded like EYFS did?</i> Due to workload in KS2 they have been postponed this half term.</p> <p><i>A governor asked what is the state of the supply budget?</i> – There is £3175 left at the end of December – as we have a carry forward of over 5%, we cannot apply for any additional funding from DFE. We have not yet had to close a class due to COVID- last week we had 6 outbreaks and 3 teachers off school, and we were still open.</p> <p><i>A governor asked about Pre-School - is there an update on staff getting admin time?</i> - If there are no staff off with COVID preschool staff get admin time but with a member of staff absent admin can only take place if a smaller number of children are in attendance, there is no budget for additional time, but all staff are now back.</p> <p><i>A governor asked for an update on the child on register but not in school</i> They have had their annual review, they are having some tutoring but there are</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 Monday 31st January 2022 at 7pm via Microsoft Teams

<p>some safeguarding concerns there. The school are looking at getting more funding.</p> <p><i>A governor asked is the FSM/Ever6 attendance due to small number impact on %?</i> If a child is ill, they are marked absent, we have no Ever6 this year. There are only 38 FSM, some have had COVID, attendance is monitored weekly and half termly. 1 PP child is subject to an attendance plan, governors are directed to see the attendance graph on governor hub.</p> <p><i>A governor asked for an update on SENCo workload - ideas to help?</i> These have been discussed at SLT, with LASIA and with HT and DHT- we have ideas, but they will need budgeting for in 2022/2023</p> <p><i>A governor asked for clarification – were YARC and SANDWELL assessments to be completed before Christmas, or was this discussed with staff before Christmas?</i> The timetable is set up, these can only be done every 6 months, all that needed doing in Autumn term were done.</p> <p><i>A governor asked what the impact of Blue Smile is to date</i> - Blue Smile will be providing us with a termly update based on the data they collect – we will know more after Easter. The Blue Smile review 20-21 was shared on governorhub.</p> <p><i>A governor asked about the behaviour incidents - predominately one child - how is external support helping. What would trigger a response greater than a one/two-day exclusion? Does a greater response need to be considered? (Mindful that incidents are seen to be escalating in severity and concern over impact on staff and children)</i> The headteacher cannot comment on the individual child's need but external SEND support is now happening and full-time funded support now in place. Exclusion days cannot be set in advance.</p> <p><i>A governor asked are the behaviour incidents in Jags relating to one child. (5 in Autumn 2)</i>- yes, they are.</p> <p><i>A governor asked if there is any chance of seeing a double page spread? Example of impact focused feedback?</i> - The headteacher invited governors to come in and have a look- some on science board and CS has some examples and, in the books,</p> <p><i>A governor asked what does the PUMA/PIRA/FFT table actually tell us?</i> It shows us that results are in line with FFT targets and that the pupils aren't getting poorer over time. Comparison of KS2 data was compared to same cohorts KS1 data.</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 Monday 31st January 2022 at 7pm via Microsoft Teams

	<p><i>A governor asked what does FFT50/20/5 mean? What is the difference between FFT 50, 20 and 5 estimates?</i></p> <p>FFT benchmarks are based on how similar pupils nationally performed in the subject last year (similar pupils are defined as similar prior attainment, gender, and month of birth).</p> <p>There are three options available:</p> <ul style="list-style-type: none">• Average – schools that made the average progress last year (FFT50 – 50th percentile progress)• High – schools that made greater than average progress (FFT20 – 20th percentile progress)• Very High – schools that made much greater than average progress (FFT5 – 5th percentile progress). <p><i>A governor asked in relation to the bullying incident in year 3 – is the counselling having impact?</i> This was confirmed as mentoring and is now all resolved.</p> <p><i>A governor asked how will we know the NELI programme is effective?</i></p> <p>The individual session records that the HLTA keeps show weekly progress. Staff can talk about how the children's language, understanding and general confidence is developing all the time when in class. HLTA will reassess at the halfway point (week 10). HLTA's knowledge about the individual children will also show how effective NELI is.</p> <p><i>A governor asked do the school monitor the child who is going to be home educated, or does this come via the LA?</i> The LA will do this not the school</p> <p><i>A governor asked are you seeing the impact of lower attendance on children's learning?</i> Yes- see lockdown information attached and data sent through by TB and comparison data from last year which will follow</p> <p><i>A governor asked how will the impact of implementation of zones of regulation training be measured?</i> This is not being implemented across the school at this time as staff thought that it needed more time. However, KD will be leading additional work in specific classrooms.</p>	
7.	<p>Update on SDP</p> <p>The SDP is held on governorhub. The chair has asked all governors to look at autumn term and highlight if something has been completed. Committees to review committee SDP actions in their meetings.</p>	All governors
8.	<p>Safeguarding Report</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 Monday 31st January 2022 at 7pm via Microsoft Teams

	The report has been circulated to governors and is also on governorhub. There were no further questions from governors.	
9.	Data Review Year group data is still being compiled (delay due to absences) and will be circulated once completed. There is a pupil progress summary report on governorhub for governors to review.	
10.	Policies to Review The following policies were reviewed prior to the meeting: <ul style="list-style-type: none">• Drugs policy Decision: The drugs policy was ratified by the governing board. Governors had a discussion on what policies need reviewing this term.	
11.	Governor Monitoring The documents for completing are now on governorhub under Curriculum and monitoring. Governors are reminded to keep these up to date with all monitoring they complete.	
12.	Governor Training The chair has attended the termly briefing and circulated the notes from this. RT has attended premises training and is booked on safeguarding training. KT is booked on SEND training. AP attended the inset day wellbeing training.	
13.	Consider impact of meeting The following items were considered: <ul style="list-style-type: none">• Impact of SLT CPD link to SDP• Safeguarding - training and protocols. Continuing focus on Safeguarding Wheel areas• HT Challenge and support, particularly due Covid absences• Staff Wellbeing and workload• Impact of new and old assessment tools - Puma/Pira/YARC/Sandwell/NELI• Continuing engagement and sharing of training• Budget position and impact on budget of Covid spending	

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 31st January 2022 at 7pm via Microsoft Teams

14.	Any other business <ul style="list-style-type: none">• The LAIG is on Friday and the chair will feedback from this• The headteacher recruitment pack is coming along and is due to go live on 7th February• Governors discussed colour coding on minutes to have consistency across all of them and have agreed red for action, green for challenge and blue for decisions. All to be in bold and green to be in italics.• The Headteacher explained to governors that there is a need in school for extra TA support in year two for a temporary position until July. Governors discussed the implications of this and after careful consideration agreed it was the right thing to advertise for.• The headteacher explained that they have asked the finance manager to budget all TA's working with children against SEND to get an accurate picture of how much is being spent on SEND.• Next meeting on 14th March 2022.	
-----	--	--

The meeting closed at 9.04pm

ACTIONS:

No.	Action	Owner	Timescale
Actions from 31st January 2022			
1	<i>Governors to review SDP and highlight anything completed</i>	All governors	ASAP