

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 Tuesday 9th May 2023 at 6.30pm

Present:

Emily Samuels (ES) – Head	Annette Gear (AG)
Tracey Brown (TB)	Annika Bennett (AB)
Anya Poole (AP)	Tom Pinnock (TP) –
Richard Tolley (RT)	Vice-chair
Natalie Willmore (NW)	Marika Chapman (MC)
Senthil Natesan (SN)	

In attendance:

Lorna Lawrence – Clerk
Helen Birdsall – Associate Governor

		Action owner
1.	<p>Welcome and apologies for absence.</p> <p>Declarations of interest</p> <p>TP welcomed everyone to the meeting and thanked everyone for attending.</p> <p>Apologies received and accepted from Alyson Staples and Babs Nichols. The vice chair will be chairing this meeting.</p> <p>The meeting was quorate.</p> <p>Introductions were made for the benefit of the new parent governor Senthil Natesan.</p> <p>No new declarations were made.</p>	
2.	<p>Minutes of previous FGB meeting (06/03/23) & Matters arising</p> <p>The minutes from the FGB were accepted as an accurate record.</p> <p>The actions were discussed, and the action grid updated.</p> <p>It was noted that any Racist incidents are logged on Prejudice Reporting for Education.</p>	
3.	<p>Headteachers report</p> <p>The headteachers report was circulated during the meeting and will be loaded onto governorhub following the meeting. The following areas were discussed or noted.</p>	

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	<p>The headteacher explained to governors what the learning environment checklist is and how it is working.</p> <p>It was noted that fixed term suspensions are high, however this is now getting the children and the school some of the support that is required. The school want to move to logging behaviour incidents onto My Concern.</p> <p>My Concern data has shown the need to revisit the categories that are available to use and to streamline these. Work is ongoing with this.</p> <p>It was highlighted that currently premises is a cause for concern, there is a lot of work to be done and there is concern the processes currently in place aren't good enough. The headteacher believes that the children are safe, but thinks are deteriorating.</p> <p><i>Governors will create a letter to support the school with the LA with regards to the boundary fencing</i></p> <p><i>A governor asked with regards to the attendance figures if the below 90% were the same children as the below 80% The headteacher will find out this information.</i></p> <p><i>A governor asked if Talk for Writing was for all age groups</i> Yes, it is</p>	<p>BN & AP</p> <p>Head</p>
<p>4.</p>	<p>Budget sign off</p> <p>Thanks were given to HB for all their hard work on the budget. The financial advisor meeting was on Friday which is why the paperwork wasn't available until today. Summary of the budget was circulated prior to the meeting.</p> <p>The figures are based on 33 children and 13 classes. The headteacher gave an explanation on how mixed age classes will work.</p> <p>Governors had an in-depth discussion on preschool as it is a particular area of concern. There will be a final push including looking at marketing, building in a holding fee for places.</p> <p><i>A governor asked how many children would be needed in preschool to make more money.</i> The exact number is not known as more children in mean more staff members.</p> <p>The breakdown of the budget figures was given.</p>	

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	<p>A governor asked why the learning resources figure was going down Through investigations it was discovered that the school had been overspending on things, so some cutbacks are being made and processes being tightened up to enable some bulk buying.</p> <p>A governor asked if the school has to pay for the school improvement advisor Yes, it is a package the school buys into but there are varying levels to this, and this will be reviewed.</p> <p>It was noted that the catering company will change to Aspens during the May half term.</p> <p>Decision: All governors were in agreement to submit the budget. Governors noted that the figures, especially preschool will be reviewed in June and September in the FGB.</p>	
6.	<p>Staffing structure update</p> <p>The school have received a resignation and will need to recruit this position. It was noted that this had been challenged heavily by governors due to the recent redundancy process however after looking into all other possibilities the school will still need to recruit and an advert will go out before half term. It will be a permanent position that is offered.</p>	
5.	<p>Committee reports</p> <p>Personnel – the last meeting was on 21st March and the minutes have been circulated. Staff absences and strikes were discussed at this meeting. It was noted that a TA has left and is not being replaced and an HLTA has resigned, and the school will be looking to replace internally for this position. The next meeting is in two weeks' time.</p> <p>Resources – the last meeting was on 27th March and discussed the SFVS, the catering tender, premises walk and H&S actions. The lettings policy and the charging and remissions policy and the health and safety policy will be reviewed.</p> <p>Decision – it was noted that via email due to time constraints the new catering contract was agreed by governors.</p>	
7.	<p>Curriculum update</p> <p>A curriculum update document following a visit was loaded onto governorhub. The curriculum is being looked at and developed.</p>	

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	<p>It was noted that more monitoring from governors needs to take place. A governor asked if when completing monitoring if the staff could be questioned how did intent go into the planning.</p> <p><i>Action – review of the monitoring visit template to take place to look at key questions that are relevant to Pendragon.</i> <i>Feedback from the book look on 24th May to be given in June FGB</i> <i>Headteacher to provide more detail on the RAG rating on the action plan</i></p>	<p>BN & TP</p> <p>Head</p>
8.	<p>OPAL</p> <p>Documents were loaded onto governorhub prior to the meeting.</p> <p>OPAL – outdoor play and learning, would be paid for out of the PE budget where there are sufficient funds available. The headteacher took governors through how this works and the advantages to it.</p> <p>Decision – governors happy to proceed with OPAL</p> <p><i>Action: a governor to put themselves forward to be OPAL link governor</i></p>	<p>All</p>
9.	<p>Safeguarding</p> <p>The last meeting was in March with another booked on 23rd May. The report was loaded to governorhub prior to the meeting.</p> <p>No other issues were discussed.</p>	
10.	<p>Policies to review</p> <p>The process for policy ratification is being reviewed. There were no policies to ratify at this meeting.</p>	
11	<p>Governor visits</p> <p>It was noted that there a lot of outstanding governor visits and <i>governors are asked to get one booked in before the end of the academic year.</i></p>	<p>All</p>
12.	<p>Governor training</p> <p>RT has completed the prevent training.</p>	
13.	<p>Dates of meetings for academic year</p> <p>19th June</p>	

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14.	Consider impact of meeting	
15.	Any other business A governor asked when parents would be informed of the reduction in class numbers. This will be a communication to all parents in Summer 2 with an FAQ document attached.	

The meeting closed at 8.42pm

ACTIONS:

No.	Action	Owner	Timescale
Actions from 23rd January 2023			
5	<i>Uniform policy to be finalised</i>	BN, Head	
Actions from 9th May 2023			
1	<i>Governors will create a letter to support the school with the LA with regards to the boundary fencing</i>	BN, AP	
2	<i>Check attendance figures for below 90% and 80%</i>	Head	
3	<i>review of the monitoring visit template to take place to look at key questions that are relevant to Pendragon.</i>	BN, TP	
4	<i>Feedback from the book look on 24th May to be given in June FGB</i>	Head	
5	<i>Headteacher to provide more detail on the RAG rating on the action plan</i>	Head	
6	<i>Governor to put themselves forward to be OPAL link governor</i>	All	
7	<i>governors are asked to get one booked in before the end of the academic year</i>	All	