

# 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 22<sup>nd</sup> September 2023 at 11am

**Present:** Emily Samuels (ES) – Head  
Tom Pinnock (TP) – Vice-chair  
Annika Bennett (AB)  
Senthil Natesan (SN)  
Anya Poole (AP)  
Richard Tolley (RT)  
Natalie Willmore (NW)

Annette Gear (AG)  
Helen Birdsall (HB)  
Marika Chapman (MC)  
Tracey Brown (TB)  
Aly Staples (AS) – arrived at  
12.35pm

**In attendance:** Charlene Monk – Clerk

	Agenda Item	Action Owner								
1.	<b>Agree Nominated LA governor role.</b>  TP is now appointed as the LA Governor.									
2.	<b>Elect chair and vice-chair of governors</b>  Nominations were discussed during the meeting, and it is now confirmed that <b>Decision: Tom Pinnock will be Chair and Annika Bennett is confirmed as Vice-Chair.</b>									
3.	<b>Welcome and apologies for absence.</b>  TP welcomed everyone to the meeting and thanked everyone for attending.  No apologies received. Noted that AS will attend the meeting late.  The meeting was quorate.									
4.	<b>Declarations of Interests (sign pecuniary interest forms)</b>  Action01: All governors are reminded to log their declarations of interest on GovernorHub.	All								
5.	<b>Minutes of previous meeting (19/06/22) &amp; Matters arising</b>  The minutes were accepted as an accurate record.  The actions were discussed. <table><tr><th>No.</th><th>Action</th><th>Owner</th><th>Timescale</th></tr><tr><td colspan="4">Actions from 9<sup>th</sup> May 2023</td></tr></table>	No.	Action	Owner	Timescale	Actions from 9 <sup>th</sup> May 2023				
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	3	review of the monitoring visit template to take place to look at key questions that are relevant to Pendragon.	TP	Autumn 2023	CM - FGB Jan 24  CM  AB & RT	
	5	Headteacher to provide more detail on the RAG rating on the action plan	Head	Carry over		
	Actions from 19 <sup>th</sup> June 2023					
	1	Establish how many children the concerns logged refer to	ES	Carry over		
	2	Find out what IDs should be kept on file	ES	Carry over		
Monitoring Visits (action item 3 – 9 <sup>th</sup> May 2023) TP undertook a working group session looking at templates for monitoring visits TP informed all that the current templates were overly complicated. TP suggested using the simple GovHub knowledge templates for monitoring visits/connections and learning walks. TP shared the two templates with the group. <b>Decision: All agreed to implement the two new templates/forms moving forward and suggest reviewing in January 2024.</b> <b>Action02: CM to add as an agenda item for the January 2024 FGB meeting.</b>  <b>On a separate note, A governor asked if there could be a tidy up/housekeeping of governor hub documents, files, archiving etc and actions to be agreed.</b> Currently AS and CM are the two admins in Gov hub. <b>Action03: CM to see if other admins can be added to GovHub.</b> <b>Decision: All agreed we need to archive and start from September 2023</b> <b>Action04: AB and RT agreed to perform housekeeping and file maintenance of Gov hub.</b>  Finance Matters HB stated that the cost of hiring or buying a Musical Instruments is VAT free. Discussed the idea of asking the parent for a small donation to the school as the item is VAT exempt. <b>Decision: All agreed in favour of this.</b>  HB reported that the ParentPay system charges the school a small fee of (0.02%) for every transaction for every child, this includes school trips.						
6.	Review of Governor paperwork					TP
Standing orders – they were circulated prior to the meeting; all governors are in agreement with the standing orders. <b>Action05: TP to adjust, circulate and review via email.</b>						
Code of Practice – this was circulated prior to the meeting; it was suggested during the meeting to rename to Code of Conduct. <b>Decision: all governors are in agreement with renaming and content.</b>						

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	<p>Governors Allowance Statutory Policy to be added to Code of Conduct. The policy states that no allowance can be claimed as a Governor.</p> <p><b>Action06: ES to add the Governors Allowance Statutory Policy to the Policies Folder section in GovHub.</b></p> <p>Governor expectations – this was circulated during the meeting for governors to read and sign. This forms part of the Code of Conduct.</p> <p>Link governors – governors ran through the list of roles, and all were in agreement with links assigned.</p> <p>Suggested that the Head and Chair should be informed if Governors are visiting. It was mentioned during the meeting that a shared calendar would be more efficient way to inform the Head, school office and Chair and the Visit report can be included as an attachment. AB reported that a Shared Governance Calendar exist currently.</p> <p><b>Action07: AB to locate the Shared Governance Calendar and grant access to all FGB members.</b></p>	<p><b>ES</b></p> <p><b>AB</b></p>
<b>7.</b>	<p><b>Sub Committee roles, membership, and meeting dates</b></p> <p>The structure of Sub-Committees is to be agreed. 3 Committees were presented to all.</p> <ul style="list-style-type: none"><li>• People and Finance</li><li>• Premises and Health &amp; Safety</li><li>• Curriculum and Standards</li></ul> <p><b>Decision: all in agreement.</b></p> <p><b>Decision: Agreed to review the committees mid – end of year, Committees to have no fixed term.</b></p> <p><b>Action08: CM to report back on other schools' Committee models.</b></p> <p>Monitoring reduced last year with minimum oversight from a Governance Perspective. Clearer expectations are required for monitoring to be effective.</p> <p>Focus needs to remain on holding leadership accountable for the SDP.</p>	<p><b>CM</b></p>
<b>8.</b>	<p><b>Headteachers report</b></p> <p>The headteachers report was circulated in advance of the meeting via GovHub. The following areas were discussed or noted.</p> <p><b>A governor asked regarding the attendance data for the whole of last academic year.</b> 85% and below, 2 letters under 85%, 4 persistently late. Each half term the attendance data in analysed. 3 children recorded as under 85%, 1 due to medical issues, 1 76% which is a significant increase from previous attendance, 1 new child, currently in talks with Education Welfare.</p>	

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	<p><i>A governor questioned the adjustment of the start of the school day and the impact on attendance data?</i> No impact. <b>Action09: ES to send data after half term.</b></p> <p>Reduction of SLT and staffing structure with open introductions, to reduce stress/burden for the Deputy Head. The Staffing Structure has been shared with all staff. TB classroom time is 2 days and most TAs have moved to providing 1:1 support. All staff to work together as a joint effort, appraisal split and will be informed in advance as to who will be responsible for their appraisal.</p> <p>Leadership Time and NW Team has reduced in size, closely monitor the utilising of skillset. 120 Child – EYS, KS1 and preschool. 105/111 for other years. Future proof NW role and NW will have more relief time. 336 schools (from 390) cannot increase LT.</p> <p><i>A Governor asked when is Georgie back?</i> Spring <i>A Governor asked Is this the intention in class all year.</i> Yes.</p> <p><i>A Governor asked if questions can be asked to the Headteacher via GovHub?</i> Yes – <b>Decision: all in agreement that comments/questions can be asked via GovHub.</b></p>	<b>ES</b>
<b>9.</b>	<p><b>Safeguarding</b></p> <p>The safeguarding report, from the visit before the summer, was circulated prior to the meeting.</p> <p><b>Action010: AB to send ES the year end safeguarding report with statistics for EM to forward to the LA.</b></p> <p>MC handover is now complete and is the Safeguarding Lead. A safeguarding visit has been scheduled for 17<sup>th</sup> October 2023. Safeguarding Training will be completed in November. <b>Action011: Safeguarding contact details to be updated in school.</b></p>	<b>AB / ES</b>  <b>ES</b>
<b>10.</b>	<p><b>Standards Update</b></p> <p>TB report has not been shared with SLT. Highlighted the 2023 Pupil Progress and attainment. Governors can log into the Fisher Family Trust reports. Year 2 look at Foundation and other non-assessment years. SPAG has massively improved. Headline – negative view of Maths in KS2.</p>	

# Governors Meeting Minutes

## **Minutes of the Full Governors Meeting**

Held on Friday 22<sup>nd</sup> September 2023 at 11am

Signed by Chair of Governors ..... Date .....Page 5 of 8

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	<p><b>Action015: CM and ES to work together to add a statement in GovHub to ratify each policy.</b></p> <p>One policy was due to be reviewed – Governor visits, this was circulated prior to the meeting.</p> <p><b>Decision – policy was ratified by governors.</b></p> <p>The draft safeguarding report was circulated prior to the meeting. <b>Decision – include in the report to “log the concern on my concern” and remove the text “add in arch level file.”</b></p> <p><b>Decision - All agreed – uploaded updated version onto GovHub.</b></p> <p>ES mentioned the need to agree the next review cycle. Mandatory to review yearly.</p>	<b>CM / ES</b>
<b>13.</b>	<p><b>Governor visits schedule 23/24</b></p> <p>This will be arranged following this meeting.</p>	
<b>14.</b>	<p><b>Governor Training</b></p> <p>Governors are reminded to attend one termly briefing per year. 2-day training next week.</p> <p>It has been noted that training can now be booked via GovHub.</p> <p>Once you attend LA training your training profile tab in GovHub will update automatically. You can also manually add any training you have attended in your Govhub training profile.</p>	
<b>15.</b>	<p><b>Dates of meetings for academic year</b></p> <p>6<sup>th</sup> November 2023 15<sup>th</sup> January 2024 4<sup>th</sup> March 2024 7<sup>th</sup> May 2024 – look at rescheduling nearer the time. 24<sup>th</sup> June 2024</p> <p>The start time for these meetings will be 6.30pm</p>	
<b>16.</b>	<p><b>Consider impact of meeting</b></p> <p>Chair – positive changes, appointment of Chair, Vice Chair, and clerk Reporting Visits Committee Structures Curriculum and Standards Committee Statutory paperwork Policies and SDPs – awareness and updates</p>	
<b>17.</b>	<p><b>Any other business</b></p>	

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	<ul style="list-style-type: none"> <li>AP asked all to clarify agenda and minutes format across the committees for consistency and appropriate details recorded. <b>Decision - All agreed they were happy with the current format and colour coding.</b></li> <li>Vacancies - <i>A governor asked if we have any current vacancies?</i> Yes, 2 parents and 1 co-op have expressed an interest. <b>Action016: ES and TP to advertise, and TP to write a letter to the Parent body. A governor asked is we could make a parent a co-op or keep options open?</b> Keep options open for more scope/skills.</li> <li><b>Decision - All agreed to organise a thank you for BN.</b></li> </ul>	ES/TP
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The meeting closed at 1.11pm

Questions	Green italics
Decisions	Blue bold
Actions	Red

### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from 9<sup>th</sup> May 2023</b>			
05	Headteacher to provide more detail on the RAG rating on the action plan	ES	Autumn 23
<b>Actions from 19<sup>th</sup> June 2023</b>			
01	Establish how many children the concerns logged refer to	ES	Summer 23
02	Find out what IDs should be kept on file	ES	Summer 23
<b>Actions from 22<sup>nd</sup> September 2023</b>			
01	All governors are reminded to log their declarations of interest on GovHub.	All	Autumn 23
02	CM to add Monitoring Visits as an agenda item for the January 2024 FGB meeting.	CM	Jan 24 FGB
03	CM to see if other admins can be added to GovHub.	CM	Autumn 23
04	AB and RT agreed to perform housekeeping and file maintenance of Gov hub.	AB & RT	Autumn 23
05	Standing Orders - TP to adjust, circulate and review via email.	TP & All	Autumn 23
06	ES to add the Governors Allowance Statutory Policy to the Policies Folder section in GovHub.	ES	Autumn 23
07	AB to locate the Shared Governance Calendar and grant access to all FGB members.	AB	Autumn 23
08	CM to report back on other schools' Committee models.	CM	Autumn 23
09	ES to send Attendance Data after half term	ES	Autumn 23
010	AB to send ES the year end safeguarding report with statistics for EM to forward to the LA	AB & ES	Autumn 23
011	Safeguarding contact details to be updated in school.	TP	Autumn 23
012	HB to provide a Budget update at the November FGB.	HB	Nov 23 FGB
013	Amalgamate the Data Retention and Protection policy with the GDPRP policy. ES to cover with the People Committee.	ES	Autumn 23

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014	Accessibility Plan (2015), Permanent Exclusions & Suspensions – ES to circulate and all to ratify.	ES & All	Autumn 23
015	CM and ES to work together to add a statement in GovHub to ratify each policy.	ES	Autumn 23
016	Governor Vacancies - ES and TP to advertise, and TP to write a letter to the Parent body.	ES & TP	Autumn 23