

# PENDRAGON COMMUNITY PRIMARY SCHOOL

Governors Meeting Minutes



Pendragon Community Primary School  
Varrier Jones Drive  
Papworth Everard  
Cambridge CB23 3XQ

## Minutes of the Extra Ordinary Full Governors Meeting

Held on Friday 18<sup>th</sup> July 2025 at 10.00am via Teams.

**Present:** Tom Pinnock (TP) – Chair  
Judy Ross (JR) – Vice Chair  
Annika Bennett (AB)  
Tracey Brown (TB)

Farah Dahalan (FD)  
Senthil Natesan (SN)  
Natalie Willmore (NW)

**Apologies:** Rob Murray (RM)  
Pete Diamant (PD)  
Emily Samuels (ES) – Head

**In attendance:** Charlene Monk CM (Clerk) – Clerk  
Helen Parsons (HP) – Associate Deputy Head Teacher (DHT)  
Pamela Duff – (PD) School Business Manager (SBM)

Questions	Green italics
Decisions	Blue bold
Actions	Red

		Action owner
1.	<b>Welcome and apologies for absence.</b> The Chair (TP) welcomed all and thanked everyone for attending.  Apologies were received in advance of the meeting from Rob Murray (RM) Pete Diamant (PD) and Emily Samuels (ES – Head).  The meeting was quorate.	
2.	<b>Declaration of interest to items on this agenda</b> None	
3.	<b>Business Case</b> <b>Proposal to Change Instrument of Government by reducing the governing body</b>  <u>Proposal to Change/reduce Instrument of Government to:</u> <ul style="list-style-type: none"><li>• Headteacher: 1</li><li>• Staff Governors: 1</li><li>• Parent Governors: 4</li><li>• Local Authority Governor: 1</li><li>• Co-opted Governors: 5</li></ul> Total 12 Governors  <ul style="list-style-type: none"><li>• The business case was disseminated by the Chair (TP) to all Governors in advance of the meeting for consideration and ratification.</li></ul>	

Signed by Chair ..... Date .....

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<p>3.1</p> <p>3.2</p>	<ul style="list-style-type: none"><li>• The business case proposed the reconstitution, reduction of the governing body, at Pendragon Community Primary school, constitutional size from 14 to 12 governors, specifically by reducing two co-opted governor seats.</li><li>• Recommendations being based on the compelling rationale of ongoing recruitment challenges, a falling school roll, and the strategic need for downsizing enabling greater efficiency.</li><li>• The adjustment will position the board for greater effectiveness, sustainability, and alignment with the current and future needs of the school.</li><li>• This specific reduction in governor seats has been chosen as these are the positions where recruitment challenges have been most pronounced, and their reduction offers the most flexibility without impacting statutory governor categories.</li><li>• Proposed change to come into effect from 1<sup>st</sup> September 2025</li></ul> <p><b>3.1 Questions/challenge</b> Governors were asked to provide questions in advance of the meeting, via GovernorHub, for answers to be responded to prior to the meeting.</p> <p>The Chair confirmed he had received questions from Governors in advance of the meeting and responses had been provided accordingly.</p> <p>There were no further questions asked during the meeting.</p> <p><b>3.2 To approve/ ratification of the business case</b> A full discussion of recent working arrangements took place.</p> <p><b>Decision: The governing body unanimously agreed to the change(reduction) of the Instrument of Government and its composition to be:</b></p> <ul style="list-style-type: none"><li>• <b>Headteacher: 1</b></li><li>• <b>Staff Governors: 1</b></li><li>• <b>Parent Governors: 4</b></li><li>• <b>Local Authority Governor: 1</b></li><li>• <b>Co-opted Governors: 5</b></li></ul> <p><b>Total 12 Governors</b></p> <p><b>Decision: This based on the compelling rationale of ongoing recruitment challenges, a falling school roll, and the strategic need for downsizing enabling greater efficiency.</b></p> <p><b>Decision: The governing body unanimously agreed it also allows for the right balance of experience and expertise.</b></p>	
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Signed by Chair ..... Date .....

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	<p><b>Decision: The governing body unanimously agreed for the Instrument of Government to come into force on 1 September 2025.</b></p> <p><b>Decision: The governing body unanimously agreed for the clerk to send the School Governance Team a copy of the minutes</b></p> <p><b>Decision/Chair's Action: The Chair (TP) approved the item as a true record.</b></p> <p><b>Action01: Clerk to send School Governance Team a copy of the minutes.</b></p>	<p><b>Clerk</b></p>
<p><b>4.</b></p>	<p><b>AOB</b>  <b>Resignation of Parent Governor</b>                  The chair informed the Governing body of the recent resignation of Katherine Gravett, Parent Governor who resigned as of 17<sup>th</sup> July 2025.</p> <p><b>Approval of Computers</b>                  The SBM (PD) proposed to Governor's the approval of a quote of £7,853.00 for 18 new computers, approximately £435 per computer for the school's computer suite. Other quoted has already been sourced and this quote was the most cost saving.</p> <p><i><b>A governor asked if the cost of replacing the computers in the school computer suite had been budgeted for?</b></i>                  The SBM (PD) was confident that the cost of replacing the computers in the school computer suite had been budgeted for, with an approx. cost of £12,500.00 based on a previous quote.</p> <p><i><b>A governor asked if the replacement of computers also covered the three computers located in the school office?</b></i>                  The SBM (PD) confirmed that the replacement of computers does not cover the three computers located in the school office.</p> <p>The Chair proposed to the Governing body agreeing to the cost of replacing 18 computers, in the computer suite for the sum of £7,853.00 based on seeing all relevant paperwork.</p> <p><b>Decision: The governing body unanimously agreed to the cost of replacing 18 computers, in the computer suite for the sum of £7,853.00</b></p>	

The meeting closed at 10.18am

Signed by Chair ..... Date .....

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### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from this meeting, 18<sup>th</sup> July 2025</b>			
01	Clerk to send School Governance Team a copy of the minutes.	Clerk	asap