

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 14th March 2022 at 7pm

Present:

Carol Shaw (CS) – Head	Annette Gear (AG)
Babs Nichols (BN) – Chair	Annika Bennett (AB) via
Tracey Brown (TB)	Teams
Anya Poole (AP)	Tom Pinnock (TP)
Richard Tolley (RT) arrived at 7.25pm	Marika Chapman (MC)
Beth Walliker (BW)	

In attendance:

Lorna Lawrence – Clerk
Kathryn Daley (KD) left at 7.45pm

		Action owner
1.	<p>Welcome and apologies for absence.</p> <p>BN welcomed everyone to the meeting, thanked everyone for attending and welcomed the new governors.</p> <p>Apologies received and accepted from James Fletcher and Katie Thompson.</p> <p>The meeting was quorate.</p>	
2.	<p>SLT Brief – SENDPP</p> <p>KD (SENDCo) gave an overview of SEND at Pendragon. There are currently 11 EHCP, with 10 of those children in school and 1 not. There are 51 children on the SEN register which equates to 13.7% - just above the national average. There has been an increase in emotional and social needs. 16 children are currently accessing Blue Smile. There is 1 new assessment for an EHCP taking place with 4 in the pipeline. There will be 4 leaving in year 6.</p> <p>KD took the governors through the different agencies that the school can refer children to and runs through the figures for referrals. KD and TB are currently reviewing the criteria for the SEN register.</p> <p><i>A governor asked we have seen annual data and report from Blue Smile and there was word that more frequent reporting would happen. Have we received any yet?</i> They have been asked to be able to see progress and this will be received in the summer</p> <p><i>A governor asked what barriers there are to referring and does anything happen with the referrals?</i> Most of them do something, SEND services yes, Paediatric referrals aren't always approved, they sometimes send a letter back</p>	

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with some advice. EHCP's can be rejected. KD gives governors an overview of the EHCP process.

A governor asked how the workload is and if KD is getting the external support they need. KD has increased her working days from 3 to 4 and has had some mentoring sessions from the strategic SEND team and did ask for support from the LAIG. It is really difficult, and the paperwork is very time consuming. The school is currently looking into the potential of a family liaison type role and looking to see if we could utilise some current staff to support KD.

A governor asked if the parents involved are positive? Yes, most of them are

A governor asked what main concerns from the TA's have been highlighted through their appraisals. The appraisals have been undertaken for the TA's who do 1-2-1 work, their main concern is the progress of the child and their own knowledge. The school are currently looking into the use of outreach support. CPD is also considered as part of the appraisal process.

A governor asked if all children with EHCP's have 1-2-1 support? Not all of them require it but they have an assigned TA.

A governor asked if you can get awarded an EHCP but get no extra funding? You can do and then the money from the SEN budget will be used.

KD is thanked for her time and leaves the meeting at 7.45pm

TB gave the governors an update on pupil premium. There are 40 children with free school meals. 3 service children and 5 children with pupil premium plus children. An update was given on PP spending, the report is on the website. Updates were given on the catch-up tuition money and the tutoring programme. It was noted that approx. 30% of PP are also on the SEND register.

A governor asked if the PP children are working at expected what is done for them? They still have the intervention as they want those children to be really secure and boost them further. TB quoted research that says there is a decline in progress over time for PP children.

A governor asked where the catch-up work is being targeted? It is spread evenly this year with reading. Staff running catch up tutoring are sometimes being used to cover absent/isolating staff due to lack of supply teachers.

A governor asked how much tutoring time is being lost.? There are no specific figures but it is a reasonable amount.

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3.	Declarations of Interest. There were no new declarations of interest.	
4.	Governor Membership Introductions were made for the new governors. Marika Chapman and Tom Pinnock fill the two parent governor roles and Annika Bennet will move into the co-opted vacancy.	
5.	Minutes of previous meeting (31/01/22) & Matters arising The minutes were accepted as an accurate record. The actions were discussed. All actions were closed.	
6.	Report from Sub Committees Personnel & Health and Safety There will be a new two day a week permanent role being advertised as a member of staff is dropping two days. It was noted that staff are all currently tired. The next meeting will be on 9 th May. Resources A brief update on the budget was given. There had been a recent meeting with the school financial advisor, the budget is in reasonably good shape. The summary document has been loaded to governorhub. It was a positive meeting. There will be a budget build meeting in March. The deadline for submission of the budget is 6 th May so the next FGB will be moved to 25 th April. The SFVS has been shared on governorhub and it needs to be submitted by the end of the month, there is nothing to red flag. Action – all governors to read and let RT know if they are happy with the SFVS. The catering contract will be reviewed soon and also the office staff contracts and workload reviewed. Curriculum & Monitoring Met on 22 nd February. It was noted that this was proving very useful to get an overview of the whole curriculum. SENDPP	All governors

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	<p>KT was not in attendance to give a verbal update however the report has been loaded to governorhub for governors to review.</p>	
7.	<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>A governor asked for an update on PP attendance Governors were given a breakdown of the information. Attendance is analysed every 6 weeks.</p> <p>A governor asked at the recent SLT working meeting looking at the SDP, were all SLT in agreement with outcomes? It was confirmed that each member of the SLT is responsible for one part of the SDP and each area was addressed as a team</p> <p>A governor asked if the visitor badge machine was now working? Yes, it is and has been reset to provide a more visible photograph</p> <p>A governor asked for clarity on the pendragon on a page document. The headteacher ran through what each column means and asks everyone to remember the impacts of Covid. It was also noted that the way children are assessed in year two is very different to how it is done in year 6.</p> <p>Governors discussed next year's term dates. All governors are in agreement with the term dates.</p>	
8.	<p>Safeguarding Report</p> <p>The report has been circulated to governors and is also on governorhub. There had been three safeguarding concerns since the last FGB which have all been addressed. A safeguarding visit was undertaken on 4th February and a single central record check completed; no issues were identified. There were no further questions from governors.</p>	
9.	<p>Policies to Review</p> <p>The following policies were reviewed prior to the meeting:</p> <ul style="list-style-type: none">• EYFS• Handwriting• Science <p>Decision: All three policies were ratified by the governing board.</p>	

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10.	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.	
11.	Governor Training New governors will look into booking on to the introduction to governance training.	
12.	Consider impact of meeting The following items were considered: <ul style="list-style-type: none">• Review of current Budget and plans for next year• SLT briefing to FGB - SENDPP• Robust Safeguarding Procedures• HT Recruitment update• Required Policy updates• New Committee effectiveness• Catering Contract• Understanding COVID impact on data	
13.	Any other business <ul style="list-style-type: none">• TES sign off – this was agreed via email by governors and officially agreed today.• Pension indexing -this was agreed via email by governors and officially agreed today.• Headteacher recruitment update – 4 candidates have been shortlisted, 2 have accepted the interview date so far. References for all are being sought. There will be a meeting on Wednesday to run through what tasks the candidates will be asked to undertake on the interview days. It was noted that one candidate does have personal connections to some governors, but this has been declared to the LA.• Support staff pay award – this has now been agreed and actioned with all staff informed.	

The meeting closed at 9.00pm

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ACTIONS:

No.	Action	Owner	Timescale
Actions from 14th March 2022			
1	<i>All governors to let RT know if they are happy with the SFVS</i>	All governors	18/03/22