

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 25th January 2021 at 6.30pm – Via Microsoft Teams

Present:

Carol Shaw (CSh) – Head	Pam Strowgger (PS)
Babs Nichols (BN) – Chair	Jake Turner (JT)
Tracey Brown (TB)	Kim Robichaud (KR)
Anya Poole (AP)	Katie Vickers (KV)
Richard Tolley (RT)	Stuart Umney (SU)
Helen Birdsall (HB)	

In attendance:

Lorna Lawrence – Clerk
Freya Dawson (FD) – Attending at 7pm

		Action
1.	Welcome and apologies for absence. BN welcomed everyone to the virtual meeting. Apologies received and accepted from Olivia Myson and Beth Walliker The meeting was quorate.	
2.	Declarations of Interest. There were no new declarations of interest. Standing interests: <ul style="list-style-type: none">• OM is Co-Chair of Friends of Pendragon School• HB works as Finance Officer in the school.	
3.	Minutes of previous meeting (16/11/20) & Matters arising The minutes were accepted as an accurate record. The actions from last meeting were discussed: Action from confidential minutes – BN to write to Headteacher and deputy head following decision made about days in lieu. – Closed Action – JT to complete website audit – open.	
4.	Sub-Committee reports Please note committee meetings have been cancelled due to Covid -19 and the national lockdown.	

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	<p>Finance - RT is the new chair, SU was thanked for all his work and his continuing support of the committee. The next meeting will be held on 2nd March to discuss the budget setting. A governor asked if pupil premium and extra funding will be added to that agenda. It was confirmed that JF will talk to TB to go through the plan.</p> <p>Premises – HB is the new chair. The committee will get together before the premises meeting. The board discussed Pamela Duff becoming an associate member. The FGB were in agreement and CS will speak with her. With her knowledge she could also assist with Safeguarding.</p> <p>Personnel – AP provided an update and confirmed that they had no response back from the result of the salary reviews. The school have no clinically vulnerable staff at present. EPM was contacted for advice for staff who did not feel comfortable coming in to school. 2 TA's aren't in, one is working from home and one is subject to further conversations. Everyone has concerns about being in school but a teacher who was particularly anxious is now encouraging vulnerable children to come in which is brilliant and shows that they are putting childrens needs above their own. A TA positions was interviewed for before Christmas and was offered but the candidate declined stating the school was not the best fit for them. There is a tracker on sharepoint regarding staff well being and governors were encouraged to update this if they had any conversation with staff.</p> <p>Standards – BW (Chair) is not in attendance at the FGB. The meeting on 13th January was cancelled but reading has been sent round and a new date will be booked in.</p> <p>SENDPP – The last meeting was cancelled but email communication has been sent out. The chair is comfortable that all questions that have been raised have been answered. An update was circulated prior to FGB that was detailed and very good.</p> <p>Early years – A meeting will be scheduled soon.</p>	
5.	FGB moving forward The Chair has received 2 resignations. OM will be leaving at half term. The Chair thanked her for everything she has done. KR will be leaving at Easter. The board will need a new vice-chair after Easter, anyone who is interested is to email BN. JT term has lapsed but in the current situation it is allowed to extend by 3 months. This was confirmed. SU term is ending in June. BN will send something out to parents.	

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	<p>The Chair asked for a commitment from everyone to check emails twice a week. KR apologised for the bad timing of her resignation.</p>	
6.	<p>Headteachers Report</p> <p>The headteachers report was circulated prior to the meeting and questions submitted and answers sent back to Governors. (These will be saved with the minutes)</p> <p>The Headteacher clarified why there wasn't a staff rota this lockdown and that it was a collective decision.</p> <p>A governor asked if any of the critical worker children in school did in fact have parents at home. The Headteacher stated that it was hard to know for definite but government guidelines have said that only one parent needs to be a critical worker. Communication has gone out to make sure parents really think about their decision.</p> <p>A governor asked if the numbers of children in school stated on the headteachers report were the numbers in everyday. The Headteacher clarified that it wasn't but it could be.</p> <p>A governor asked if Mrs Daly was coming in. She is to make sure the children are supported.</p>	
	<p>Mrs Dawson joins the meeting to discuss the school snack survey.</p> <p>Mrs Dawson explains the reason behind wanting to send out the snack survey. They need to establish a baseline now around healthy snacks and the frequency of sugar intake and re-assess later after oral health information sent out to see if there is an improvement. Mrs Dawson is trying to set up a pathway to be able to see a dentist and feels a real impact could be made to link between dentists and primary schools. She would like to find out what parents thought of the snack change at school and what their experience is of finding a dentist.</p> <p>BN confirmed the three reasons for the survey are information gathering, aiming to help get access to dentistry and aiming to improve dental health.</p> <p>A governor stated that it was important to not appear judgemental to our parents and a covering letter should be produced explaining the reasons behind the survey.</p> <p>A governor asked if personal details were collected? Mrs Dawson confirmed that they weren't.</p>	

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	<p>A governor asked for some of the language in the questions to be softened. Mrs Dawson confirmed this has been done.</p> <p>Decision – FGB in agreement that the survey can be sent. The Headteacher will produce a covering letter and send to governors for approval.</p> <p>Mrs Dawson left the meeting</p>	Csh
7.	<p>IT situation for Home Learning</p> <p>An IT survey was completed prior to Christmas to find out who had no access to a device. The LA required another survey to find out if households had a device per child. A donation was made by the community group; 13 devices were received from government. A further appeal was made and further donations were received from the community group and the scout group. This meant the 32 requests through the survey were addressed and another 15 are ready to go if a bubble closes.</p> <p>The school wanted extra iPads to support PP children and they have had to get a new quote, it has gone up by £300. The FGB agreed to go ahead with the purchase but to get a commitment from the company as to when they could be delivered,</p> <p>A governor asked if the old ipads could be donated. The school will get the IT person to take a look.</p> <p>The Headteacher was contacted by a member of the community group to get a price for 2 laptops as they want to purchase them for the school.</p> <p>KR wanted to note how great TB has been for the wellbeing of the schools' families, has gone above and beyond and wanted to offer a huge thank you.</p>	
8.	<p>Safeguarding</p> <p>The school was sent a model policy from the LA, all staff have seen it. This has now been ratified by the FGB.</p> <p>KR is the current safeguarding governor, and will complete a safeguarding audit before she leaves at Easter. Anyone interested in becoming the safeguarding governor has been asked to email the Chair.</p>	
9.	<p>Policy agreements</p> <p>Safeguarding – policy agreed. Remote Learning – policy agreed.</p>	
10.	<p>Risk Assessment Ratification</p>	

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	<p>This was agreed by the FGB. The Headteacher confirmed that the government sent no details of caps on numbers in bubbles. The staff feel safe with the numbers they have decided on.</p>	
11. Recovery Plan	<p>BN has completed the governors section. The FGB are happy with it so it will be put in to the recovery plan document. The FGB had a discussion about the logistics of looking at it as part of committee meetings.</p>	
12. Any other business	<p>KV is now the governor in charge of children in care and previously looked after. A model policy will be sent to KV for review.</p> <p>HB gave an update on issues that the school have been having with the payroll provider. This has resulted in a staff member not receiving their universal credit and concern they won't be able to pay their rent this month. The FGB agreed to loan the staff member the money and try to claim it back from the payroll provider.</p> <p>PS wanted appreciation of the teachers work to be noted. The face to face remote learning has been great for the children, the governors are grateful for all the ongoing work of the staff.</p>	Csh
12. Date of next meeting	<p>8th March 2021 7pm (via Microsoft Teams)</p>	
13. Meeting Review	<p><u>Items to be carried forward/not discussed</u> None</p> <p><u>Actions to be addressed before next meeting</u> See actions highlighted in minutes</p>	

The meeting closed at 19:55