

# Governors Meeting Minutes

## Minutes of the Full Governors Meeting

**Present:** Emily Samuels (ES) – Head  
Tom Pinnock (TP) – Chair  
Annika Bennett (AB) – Vice Chair  
Anya Poole (AP)  
Tracey Brown (TB)  
Katherine Gravett (KG)

**Apologies:**      **Natalie Willmore (NW)**  
                          **Marika Chapman (MC)**  
                          **Nicola Bygrave (NB)**

**In attendance: Charlene Monk CM(Clerk) – Clerk  
Helen Birdsall (HB) – Associate  
Governor & School Business Manager  
Helen Parsons (HP) – School Deputy  
Head Teacher appointed from  
September 2024**

Signed by Chair of Governors ..... Date .....

# 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 24<sup>th</sup> June 2024 at 11.00am in the Daisy building at Pendragon School

The open actions were discussed and reviewed.			
No.	Action	Owner	Timescale
<b>Actions from 19<sup>th</sup> June 2023</b>			
01	Establish how many children the concerns logged refer to. - <i>Ongoing – online training from county is being offered to all schools. On waiting list currently. County Training is for the “use” of My Concerns not analysing the data. – Complete</i>	ES	Summer 2 FGB
<b>Actions from 22<sup>nd</sup> September 2023</b>			
010	ES to send the year end safeguarding report with statistics to the Safeguarding Governor. <i>ES to complete for next safeguarding meeting in summer term. – Complete</i>	ES	Summer 2 FGB
<b>Actions from 6<sup>th</sup> November 2023</b>			
015	ES to contact Johnathan Lewis – request form and update on how well its doing/progress. – <i>Employee Assist Programme data – remaining open action item. ES updated Staff with communication from County around the programme.</i> ES to share details of the Employee Assist Programme with Governors. – <i>Complete</i>	ES	Summer 2 FGB
<b>Actions from 15<sup>th</sup> January 2024</b>			
05	Incidents and harm from high profile pupils to other pupils - Discuss further at Safeguarding meeting and SEND for follow up. – further discussions to take place between ES and MC. – Report to be presented at FGB 1 – Autumn – <i>Complete</i>	ES & MC	Summer 2 FGB
06	Parental questionnaire - Governor support required on the analysis, critical stance, overall positive. Governors share and collaborate with school. TP and RT to analyse data/graphs etc. and share with Governors. ES to send Teams Link to TP. – <i>Complete</i>	ES & TP	Summer 2 FGB
11	ES to follow up with Tina Hubbard regarding policies around informing/announcements of pregnancies and sharing with Governors. ES has emailed Tina Hubbard, LA Adviser but has yet to receive a response - <i>Complete</i>	ES	Summer 2 FGB
<b>Actions from 20<sup>th</sup> March 2024</b>			
04	TP to check Government Guidance regarding exclusions and suspensions. ES to share spreadsheet. – <i>Complete</i>	TP & ES	Summer 2 FGB

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08	ES to contact Tina Hubbard, LA Advisor, regarding guidance and clarification around pro forma safeguarding section and report and visit templates. ES has emailed Tina Hubbard, LA Adviser but has yet to receive a response. – <i>Complete</i>	ES	Summer 2 FGB
09	TP to add safeguarding comments section to the Monitoring Report form. – <i>Complete</i>	TP	ASAP
010	ES & AB to look at updating the EPM Personnel Policies. <i>ES shared her frustration and concerns as the search function is no longer available on the EPM website. ES has reported this issue to EPM who are looking into the matter.</i> – <i>Complete</i>	ES & AB	Summer 2 FGB
011	TP to email, and invite Governors to date of next Premises, Health & Safety Committee meeting. – <i>Complete</i>	TP	Summer 2 FGB
013	AS, TB and TP to arrange a date for General Behaviour monitoring visit AS/TB and TP to organize a date. – <i>Complete</i>	AS/TB & TP	ASAP
<b>Actions from 8<sup>th</sup> May 2024</b>			
03	CM(Clerk) to update/amend the draft minutes of the last meeting. (held on 20 <sup>th</sup> March 2024) as agreed. – <i>Complete</i>	CM (Clerk)	ASAP
05	ES, TP, and AB to discuss a standardized format of the Headteacher report confirming and agreeing data start and end timelines when presenting data. – <i>Complete</i>	ES/TP & AB	Autumn 1 FGB
05	ES to create and present a case to the Local Authority regarding suspensions. – <i>Complete</i>	ES	Summer 2 FGB
05	ES to provide an update regarding young carer data within the Headteacher report. – <i>Complete</i>	ES	Summer 2 FGB
05	MC to send a letter to Phillip Hill at County, from the Governors to ask for an update regarding the school fence. – <i>Ongoing</i>	MC	Summer 2 FGB
07	MC to add the date of when the SCR was last checked on the visit report form moving forward. – <i>Ongoing</i>	MC	Summer 2 FGB
08	ES, AB, and TP to discuss how to move forward with the policy review process. – <i>Complete</i>	ES/AB & TP	Summer 2 FGB
9.2	AB to circulate the meeting minutes from the People and Finance Committee meeting and load onto governorhub. – <i>Complete</i>	AB	ASAP
10.1	Bitesize Governor Training to be added as a focus for the June/July FGB. CM(Clerk) to add as an agenda item for the June/July FGB. – <i>Complete</i>	CM (Clerk)	Summer 2 FGB
10.3	AS to provide Governor support in school during SATS week on Monday morning, 13 <sup>th</sup> May 2024. – <i>Complete</i>	AS	13 <sup>th</sup> May 2024
10.4	Consider in preparation of the June/July FGB meeting finance expertise, moving forward when considering Governor link role allocation. – <i>Complete</i>	ALL	Summer 2 FGB

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	10.4	CM(Clerk) to add Vacancies on the Governing Board and recruitment to the June/July FGB agenda for discussion and election. – <i>Complete</i>	CM(Clerk)	Summer 2 FGB
	11	TP to ask all to vote again for the preferred date and agree over the next few days, once TW had been added to the WhatsApp group. – <i>Complete</i>	TP	ASAP
	13	MC to ask during the exclusion panel training session for clarification around potential conflict of interest, and check if TB, as Deputy Headteacher, can also form part of the exclusion panel. <i>No conflict of interest– Complete</i>	MC	ASAP
4.	<b>Budget Update</b>  HB, School Business Manager, provided a verbal budget update. The key points included: <ul style="list-style-type: none"> <li>• The school's financial budget for 2024/25 is in a healthier position than the proposed budget.</li> <li>• Staff leaving and restructuring has resulted in reduced costs.</li> <li>• The school had received a letter from the Local Authority stating the school was utilising too much of their budget reserves and need to restrict spending.</li> <li>• Noting in comparison to other schools Pendragon's financial position is positive as many schools have set a deficit budget this financial year.</li> <li>• Carry forward is approx. £150,000.</li> <li>• Pre-school figures continue to be more positive.</li> <li>• Pre-school is nearly reaching full capacity, with a current carry-forward of £19,000.</li> <li>• The school's financial budget for 2025/26, is predicting that the school will only break even due to several caveats (change in TA hours, Wellbeing, need to recruit an Early Years Foundation Stage Teacher (EYFS Teacher).</li> <li>• 31 children on roll for EYFS September 2024 however the school predicted and budgeted for 28 children.</li> <li>• Guidance has since changed, as of January 2024 regarding teacher staffing in EYFS classes resulting in a possible need to uplevel and increase in costs. Look at options and present at FGB Autumn 1.</li> <li>• Currently 33 children in EYFS now (23/24 academic year).</li> <li>• Need to seek advice from Local Authority outlining the implications of the recent changes in guidance.</li> <li>• Currently 422 Teaching Assistant (TA) hours are funded, with the school providing 464 Teaching Assistant hours, a difference of 42 hours.</li> <li>• Fees have been negotiated with Aspens the Catering company at a cost of £11,000 for this financial year.</li> <li>• Phone contract signed and agreed with VSL.</li> </ul>			

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	<p><b><i>A governor asked what will be the difference in hours between the Teaching assistant funded hours and hours the school will be providing for the 2024/25 academic year?</i></b></p> <p>In September, for the 2024/25 academic year, due to the Teaching Assistant's current contracts, the difference in hours will be a negative 98 hours.</p> <p><b><i>A governor asked what is the requirement for September 2024/25 academic year, for Teaching assistant (TA) hours?</i></b></p> <p>The requirement for September 2024/25 academic year Teaching Assistant hours would be based on the current 464 hours, vs. the hours funded, however this is unknown yet. Funding has not increased since 2018. Pinpoint Services, which is a service, dedicated to amplifying parent / carer voices to those responsible for delivering the essential services of children are aiming for a 35% approval rate of Educational Health Care Plan (EHCP) this year, resulting in a greater pressure for schools.</p> <p><b><i>A governor asked how much would the school meal increase by?</i></b></p> <p>This would be agreed once calculations and figures have been provided, followed with an assessment of the impact of the increase at a future time.</p> <p><b>Action: HB to calculate figures for proposed increase of school meals.</b></p> <p><b><i>A governor asked what the impact was when the school meal cost was increased?</i></b></p> <p>As the increase in cost of the school meals has only been imposed for a short time, it is not possible to compare and assess the impact.</p>	HB
5.	<p><b>Headteachers report</b></p> <p>The headteachers report was uploaded to governorhub a few hours before the meeting. The following areas were discussed or noted.</p> <p>Number of children on roll has decreased by four children.</p> <p>Staffing</p> <ul style="list-style-type: none"><li>• A new table has been added to the Headteacher report to illustrate staffing updates.</li><li>• Noted that leaver (from the end of summer term) BJ, Y6 teacher, was missed from the report under the staffing section.</li><li>• Cleaner interviews will be taking place this afternoon (Monday 24<sup>th</sup> June 2024) one strong application had been received.</li><li>• Governors thanked and acknowledged ES and others for covering cleaning duties within the school in the interim.</li></ul>	

Minutes of the Full Governors Meeting

Held on Monday 24<sup>th</sup> June 2024 at 11.00am in the Daisy building at Pendragon School

	<p>Suspensions</p> <p><b>A governor asked why suspensions had decreased since the last FGB meeting?</b></p> <p>Suspensions have decreased for several reasons:</p> <ul style="list-style-type: none"><li>• Spring is a challenging time for children in school.</li><li>• Five children at Child Protection (section 47 level)</li><li>• One child is now being taught at home.</li><li>• One child is currently on a temporary reduced timetable.</li><li>• One child, the contributing factor has been removed from the child's home.</li><li>• One case with one family impacting four children, resulting in an increased number overall.</li><li>• One child at Child in Need level (section 17 through Children's disability team). This is proving to be exhausting for the staff, child and parent and is currently un-funded.</li></ul> <p>Attendance</p> <p>The whole school attendance is good (95.26%)</p> <p>Quality of education: Monitoring since last report</p> <ul style="list-style-type: none"><li>• Teaching and Learning monitoring visits completed in Maths and English (supported by the Local Authority - LA). Local Authority Advisor visit taking place this week.</li><li>• For the next academic year 2024/25 the focus will be around monitoring consistency.</li></ul> <p><b>A governor asked if there is a cost associated with the monitoring of education service provided by the Local Authority?</b></p> <p>Yes, there is a cost associated with the monitoring of education service. Provided in the service the LA conduct a school visit once a term.</p> <p><b>A governor asked what has been the impact of the monitoring of education service provided by the Local Authority?</b></p> <p>The impact of the monitoring of education service was noted:</p> <ul style="list-style-type: none"><li>• In English, the impact has been phenomenal, with a greater understanding of the phonics programme.</li><li>• Moving forward, focus will be around end of Key stage two (KS2) expectations.</li><li>• In Maths a book look to establish the impact of HERTS 4 Learning training conducted by TB, GG, and ES. Writing books to be dip sampled to check report grading.</li><li>• Rigorous and intense Year 6 writing moderation.</li></ul>	
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	<ul style="list-style-type: none"> <li>Moving forward there will be a need to evaluate the impact on the vision of English and end of Key Stage two (KS2) expectations.</li> <li>Talk for Writing has improved writing in general but needs to be tweaked to meet the end of KS2 expectations and give pupils enough opportunities to write.</li> </ul> <p>Premises</p> <ul style="list-style-type: none"> <li>HB informed all the out-of-date lightbulbs that require replacement due to the ever-increasing cost of replacing old lightbulbs. Look into costs for a major re-lamping project.</li> <li>OPAL equipment currently being considered.</li> </ul> <p>First Aid</p> <p><i>A governor asked TB if a response was received from the parent following on from TB answering a detailed question relating to a first aid incident?</i></p> <p>TB informed all that a response was received from the parent, however very brief and no ongoing actions.</p> <p>SEND Monitoring Visit</p> <p>AS and TB have not met since Spring term to conduct a SEND monitoring visit.</p> <p><i>Action: AS and TB to organise a SEND monitoring visit before the end of term.</i></p> <p>Wellbeing – MIPS</p> <ul style="list-style-type: none"> <li>AP will be attending the MIPS meeting next week.</li> <li>Currently speaking to staff individually with regard to their improvement comments noted in the wellbeing survey.</li> <li>Children's Safeguarding questionnaire to be circulated before the end of term.</li> <li>This will provide an opportunity to refresh on Workplace wellbeing.</li> </ul>	AS & TB
6.	<p><b>Safeguarding</b></p> <p><i>A governor asked if a child safeguarding questionnaire is planned?</i></p> <p>Yes, a child safeguarding questionnaire is planned to collate data from a child's perspective around safety.</p> <p><i>A governor asked if staff had been asked to complete a survey regarding their preference of class/staff structure for the next academic year?</i></p> <p>Yes, all staff have completed the survey and provided suggestions. Delighted with the suggestions provided.</p> <p><i>Action: MC to circulate the Safeguarding report to all via email.</i></p>	MC

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7.	<p><b>Policies to review.</b></p> <p>The process for policy ratification is being reviewed. There were no policies to ratify at this meeting.</p> <p><b>Decision: TB agreed to undertake the policy review and ratification process and provide Link Role Governor oversight of policies from September 2024.</b></p>	
8.	<p><b>Committee Updates</b></p> <p><b>8.1</b> Curriculum and Standards A meeting had not taken place since 20<sup>th</sup> March 2024. Formal Data Review will be covered under AOB agenda item. The next Committee meeting is scheduled for Monday 1<sup>st</sup> July 2024. AB – reported that the geography visit is complete with an action plan in place. Monitoring Visits currently outstanding:</p> <ul style="list-style-type: none"> <li>English – KG, BJ, and NW</li> <li>History – AP</li> <li>SEND – AS</li> <li>Safeguarding - MC</li> <li>Wellbeing – AP with handover to KG</li> <li>Science – RT to be scheduled after science week.</li> </ul> <p><b>8.2</b> People &amp; Finance The meeting took place on 17<sup>th</sup> June 2024, and the meeting minutes have been circulated and loaded onto governorhub. Discussions took place around budget update details, the staff wellbeing survey and lettings contract.</p> <p><b>8.3</b> Premises, Health &amp; Safety <b>Decision: It was agreed that Premises, Health &amp; Safety will be a working group moving forward rather than a committee.</b> This decision was made to free up Governors due to quorate issues in the past.</p> <p>Noted that the Governing Board now has three new Governors who have yet to be allocated a committee for the new academic year.</p> <p><b>Action: Governors to inform TP via email if they would like to form part of a different Committee for the new academic year for the Committee structures to be approved at FGB Autumn 1.</b></p> <p>Outdoor Play and Learning for Schools (OPAL)</p> <ul style="list-style-type: none"> <li>SN had attended three OPAL meetings, and an audit visit will take place next term, Autumn term 1.</li> </ul>	ALL



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	<ul style="list-style-type: none"> <li>• SN reported that the OPAL recommendation for the school is gold, which is a good standard reflecting the great work of the play team.</li> <li>• To achieve the platinum recommendation an OPAL Governor, Play Lead is required to attend every OPAL meeting.</li> <li>• The Governor Play Lead will also be required to provide a role description for the teacher and playworkers to embed OPAL in all systems.</li> <li>• Further discussions will take place at the next People and Finance Committee meeting.</li> </ul> <p>Governors thanked SN and the OPAL working group for all their efforts on achieving gold, and noted they are delighted to provide continued support.</p>	
<b>9.</b>	<b>Governor Business</b>	
<b>9.1</b>	<b>Governor training/briefings visits</b> <ul style="list-style-type: none"> <li>• TP has completed the final Taking the Chair training module.</li> <li>• HB has completed, Safer Recruitment in Schools and Schools Property Maintenance/Estates Management training.</li> <li>• KG has completed Pupils Exclusions: Process and Practice training.</li> <li>• Noted that the Developing and Monitoring Primary Curriculum training is taking place on Wednesday 26<sup>th</sup> June 2024, 6-8pm.</li> <li>• Highlighted that when Governors attend Local Authority Training their training profile is automatically updated with the training course in Governorhub.</li> <li>• There is also a function in Governorhub to manually add a training record in your Governorhub profile.</li> <li>• <b>Action: CM(Clerk) to add Governor training/briefing as a standard agenda item for FGB meetings moving forward.</b></li> <li>• Bitesize Governor Training will be taking place this afternoon, 24<sup>th</sup> June 2024.</li> </ul>	<b>CM</b>
<b>9.2</b>	<b>Governor visit schedule</b> None <b>Action: CM(Clerk) to provide the Chair (TP) with information regarding the Governor Visit schedule include a standard schedule template.</b>	<b>CM</b>
<b>9.3</b>	<b>Monitoring Visits</b> Covered under agenda item 8.1 Curriculum and Standards	
<b>9.4</b>	<b>Vacancies on the Governing Board and recruitment</b> As noted previously the Governing board has three Governor vacancies currently. Elections	

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	<p>A nomination was received for HB to become a Co-opted Governor. HB is currently an Associate Governor. The clerk undertook the process for the election. All Governors agreed with a show of hands.</p> <p><b>Decision: Governors unanimously appointed Helen Birdsall (HB) as Co-opted Governor as of 24<sup>th</sup> June 2024, for a four-year term of office.</b></p> <p><b>Action: CM (Clerk) to process all necessary paperwork and update Governorhub accordingly.</b></p>	<b>CM (Clerk)</b>
	<p>TP informed the Governing board of a potential candidate for the Co-opted Governor vacancy.</p> <p><b>Action: TP to follow up with the potential candidate and ask the candidate to provide a written statement for TP to share at the next FGB meeting.</b></p>	<b>TP</b>
	<p><b>Action: All Governing board members to consider potential candidates for the outstanding Co-opted Governor vacancies and advertise vacancies locally via social media.</b></p>	<b>ALL</b>
<b>9.5</b>	<p><b>Governor Link Role Allocations</b></p> <p>Finance Role</p> <p>A handover will be scheduled between RT and HB with further discussions to take place this afternoon.</p>	
<b>9.6</b>	<p><b>Annual Impact Statement</b></p> <p><b>Action: TP to collate information from the impact of the meeting from this years FGB meetings and will reach out to Governors if more information is required.</b></p>	<b>TP</b>
<b>10.</b>	<p><b>Dates of future meetings 2024/25 Academic year</b></p> <ul style="list-style-type: none"> <li>Monday 21<sup>st</sup> October 2024</li> <li>Monday 25<sup>th</sup> November 2024</li> <li>Monday 3<sup>rd</sup> February 2025</li> <li>Monday 17<sup>th</sup> March 2025</li> <li>Monday 28<sup>th</sup> April 2025 (Budget approval)</li> <li>Monday 23<sup>rd</sup> June 2025 (School Day Session)</li> </ul> <p>The start time of these meetings will be 5.30pm, held at the school, unless otherwise stipulated nearer the time.</p>	
<b>11.</b>	<p><b>Consider impact of meeting</b></p> <ul style="list-style-type: none"> <li>Budget considerations noted and looking positive however challenges ahead.</li> <li>Review of the year, identifying what has worked well and what requires improvement.</li> <li>Governing Board Structure confirmed for next academic year.</li> <li>Elected and appointed Co-opted Governor</li> <li>Training records discussed; future training planned.</li> </ul>	

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	<ul style="list-style-type: none"><li>Formal data review considered and discussed.</li><li>Focus on FGB open actions, resulting in many actions being closed.</li><li>Positive school attendance</li></ul>	
12.	<p><b>Any other business</b></p> <p>Formal Data Review – follow up.</p> <p>The Data Review meeting did not take place however AP had given her personal observations and challenge, to which TB Deputy Headteacher had provided notes where able to comment. These observations and challenges require further consideration and monitoring.</p> <p>The observations and challenges were around:</p> <ul style="list-style-type: none"><li>Exceeding the Fisher Family Trust targets set at Year 3</li><li>Year 1 data identified concerns around eleven boys working below expectations.</li><li>Key Stage 2 (KS 2) figures the same as in February with boys performing better in maths, otherwise very similar.</li><li>Figures had overall improved in maths and this will remain a focus for the next academic year, 2024/25.</li><li>Catch up and Pupil Premium funds had shown an impact in maths and English.</li></ul> <p>The Chair thanked RT and AP respectively for their support, hard work, and achievements in their roles as Governors. Both will be available to provide mentoring support and assistance with any questions over the coming months.</p> <p>Chair's performance review</p> <p>Action: CM(Clerk) to provide the Governing board with information regarding the undertaking of a Chair's performance review.</p> <p>Action: Feedback welcome - optional request for all to provide CM(Clerk) and/or AB with feedback regarding the Chair.</p> <p><b>Confidential matter – noted Confidential Minutes</b></p>	<p>CM(Clerk)</p> <p>All</p>

The meeting closed at 13.09pm

Questions	Green italics
Decisions	Blue bold
Actions	Red

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07	MC to add the date of when the SCR was last checked on the visit report form moving forward.	MC	Summer 2 FGB
<b>Actions from 24<sup>th</sup> June 2024</b>			
04	HB to calculate figures for proposed increase of school meals.	HB	Autumn 1 FGB
05	AS and TB to organise a SEND monitoring visit before the end of term.	AS/TB	End of Summer 2 term
06	MC to circulate the Safeguarding report to all via email.	MC	End of Summer 2 term
08	Governors to inform TP via email if they would like to form part of a different Committee for the new academic year for the Committee structures to be approved at FGB Autumn 1.	ALL	End of Summer 2 term
09.2	CM(Clerk) to provide the Chair (TP) with information regarding the Governor Visit schedule include a schedule template.	CM(Clerk)	ASAP
09.4	CM (Clerk) to process all necessary paperwork and update Governorhub accordingly.	CM(Clerk)	Autumn 1 FGB
09.4	TP to follow up with the potential candidate and ask the candidate to provide a written statement for TP to share at the next FGB meeting.	TP	ASAP
09.4	All Governing board members to consider potential candidates for the outstanding Co-opted Governor vacancies and advertise to vacancies locally via social media.	ALL	Autumn 1 FGB
09.6	Annual Impact Statement - TP to collate information from the impact of the meeting from this year's FGB meetings and will reach out to Governors if more information is required.	TP	ASAP
012	CM(Clerk) to provide the Governing board will information regarding the undertaking of a Chair's performance review.	CM(Clerk)	ASAP
012	Feedback welcome - optional request for all to provide CM(Clerk) and/or AB with feedback regarding the Chair	ALL	ASAP

Signed by Chair of Governors ..... Date .....

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**Future agenda items**

- Incidents and harm from high profile pupils to other pupils
  - Report to be presented at FGB 1 – Autumn
- Governor training/briefing to be added as a standard agenda item to all FGB Meetings 2024/25