

# 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 26<sup>th</sup> April 2021 at 7.30pm – Via Microsoft Teams

<b>Present:</b>	<b>Carol Shaw (CSh) – Head</b> <b>Babs Nichols (BN) – Chair</b> <b>Tracey Brown (TB)</b> <b>Anya Poole (AP)</b> <b>Richard Tolley (RT)</b> <b>Helen Birdsall (HB)</b> <b>Mike Osbourn (MO)</b>	<b>Pam Strowgger (PS)</b> <b>Jake Turner (JT)</b> <b>Katie Vickers (KV)</b> <b>Stuart Umney (SU)</b> <b>Beth Walliker (BW)</b> <b>Annika Bennett (AB)</b>
<b>In attendance:</b>	<b>Katie Thompson (KT) Associate governor</b> <b>Annette Gear (AG) Associate governor</b> <b>Lorna Lawrence – Clerk</b>	

		<b>Action</b>
<b>1.</b>	<b>Welcome and apologies for absence.</b>  BN welcomed everyone to the virtual meeting and introductions were done for the new governors.  No apologies received.  The meeting was quorate.	
<b>2.</b>	<b>Declarations of Interest.</b>  There were no new declarations of interest.  Standing interests: <ul style="list-style-type: none"><li>• HB works as Finance Officer in the school.</li></ul>	
<b>3.</b>	<b>Minutes of previous meeting (08/03/21) &amp; Matters arising</b>  The minutes were accepted as an accurate record.  No actions from previous meeting.	
<b>4.</b>	<b>Budget Approval</b>	

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	<p>RT shares his screen and runs through the budget notes document (saved on sharepoint)</p> <p><b>A governor asked what the problem was with the reception canopy?</b> It lets in too much sun and doesn't have sides, so the school is looking at ways to make it better more user friendly.</p> <p>RT proposed the budget, it was seconded by SU and put to vote.</p> <p><b>Decision – all in favour of the budget.</b></p> <p>Thanks were given to the finance committee for all their hard work.</p>	
<b>5.</b>	<p><b>Sub-Committee reports</b></p> <p>Finance - SFVS is being worked on and it is on track to be completed before the deadline.</p> <p>Premises – Progress is being made on cleaning going forward. Planning a walk-through with the care taker. Due to the Bubble closures, Peterborough health made a visit before the Easter break, the conclusion was they were very happy with it with one change to be made – adults need to clean the adult toilets after use.</p> <p><b>Action</b> – CSh to look in to whether a report was sent out by Peterborough health.</p> <p>Personnel – There have been two resignations. One advert is up and the second will be for an NQT position. A TA post will also be advertised. No applications have been received yet. There was a well being meeting with Sue Arnold where a needs analysis was undertaken and the beginnings of an action plan put together. It was a very positive meeting.</p> <p>Standards – The committee will be meeting on 5<sup>th</sup> May, the new governors have all been invited to join to get an insight. The focus will be on the RSE update.</p> <p>Early years – The minutes from the last committee meeting are saved on sharepoint. The next meeting will be focusing on the new early years framework.</p> <p>SENDPP – A meeting had been scheduled but had to be cancelled due to a clash. The members have been in communication via email and a new meeting will be scheduled in due course.</p>	<b>CSh</b>
<b>6.</b>	<p><b>Headteachers report</b></p> <p>The headteacher gave a verbal report covering the following items:</p>	

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	<p>There are currently 50 children coming in September, with the new homes being built this is hoped to attract some more.</p> <p>The plan at the moment is to continue with the virtual transition, but hopefully this year there will be able to be changeover days in the building. The school will take the best bits from last years transition, for example visiting new children in their gardens and the Topsy and Tim books.</p> <p>The school brochure is being updated, the content will stay the same but there will be new glossy pictures. These can also be used to put in packs at the new homes. KV offered to proof read once they have been completed.</p> <p><b>A governor asked if the SEND document needs reviewing?</b> The document should be fine as it goes in the main folder.</p> <p>LA guidance is currently not to change anything with regards to risk assessments and bubbles etc but if things go ahead as planned we will hopefully get a year 6 Hilltop experience and start swimming lessons again.</p> <p>SEF is being updated and will be sent out next week.</p> <p>The catch up plan is continually being reviewed. The school is in the OFSTED window, they will be coming into school but don't know when. The framework has been emailed out to all governors to read.</p> <p>The governors may be asked to come in to school to listen to children read to get them used to reading to people they don't know.</p> <p>It has been suggested to hold an extra governors meeting to cover the SEF, the catch up plan and the new guidance.</p> <p>The school has had a monitoring visit from the LA which will be reported back to the standard committee.</p> <p><b>A governor asked if there was any guidance in what OFSTED are likely to ask governors?</b> It was advised that the best thing to do is know your school, the strengths and areas for improvement and have a look through the guidance that was sent out.</p>	
7.	<b>Safeguarding</b>  CSh gave an update that there is one family under social care and one family with early help that has been passed on to a family worker. There are 36 children with 1 logging of a concern on the system.	

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8.	<b>Policy agreements</b>  None to be reviewed.	
9.	<b>Recovery Plan</b>  This has been uploaded to sharepoint for governors to access. All committee chairs have been asked to make sure they are familiar with it. There will be a reviewed version available by the end of next week and it will be covered in the standards committee.	<b>Committee chairs</b>
10.	<b>Any other business</b>  Thanks was given to all staff members for all their hard work and it was acknowledged that CSh and TB still had some days to take back.  There have been 2 volunteers to become buddies for the new governors so the chair is still looking for more volunteers.	
11.	<b>Date of next meeting</b>  28 <sup>th</sup> June 2021 6.30pm (in person if possible if not will revert to Teams)	
12.	<b>Meeting Review</b>  <u>Items to be carried forward/not discussed</u> None  <u>Actions to be addressed before next meeting</u> See actions highlighted in minutes	

The meeting closed at 20:48