

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 21st October 2024 at 5.30pm at Pendragon School

<p>The amendment was in relation to, agenda item 4 Budget update, “Phone contract signed and agreed with WSL” to read “Phone contract signed and agreed with VSL”.</p> <p>The open actions were discussed and reviewed.</p>			
No.	Action	Owner	Timescale
Actions from 8th May 2024			
05	MC to send a letter to Phillip Hill at County, from the Governors to ask for an update regarding the school fence. <i>TP to action.</i>	TP	Autumn 2 FGB
07	MC to add the date of when the SCR was last checked on the visit report form moving forward. <i>Safeguarding link Governor/TP to action.</i>	TP	Autumn 2 FGB
Actions from 24th June 2024			
04	HB to calculate figures for proposed increase of school meals. – <i>Complete</i>	HB	Autumn 1 FGB
05	AS and TB to organize a SEND monitoring visit before the end of term. <i>Close item as relates to 2023/24.</i>	AS/TB	End of Summer 2 term
06	MC to circulate the Safeguarding report to all via email. <i>Rachel Schofield, Local Authority Leadership Adviser sent safeguarding report to individuals not the full governing body. –</i>	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. – <i>Complete</i>	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. – <i>Complete</i>	CM(Clerk)	ASAP
09.4	CM (Clerk) to process all necessary paperwork regarding HB and update GovHub accordingly. – <i>Complete</i>	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. – <i>TP has followed up with the individual, work in progress, waiting for the candidate - Complete</i>	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. – <i>Cover under agenda item 6 – Governor business - Complete</i>	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. <i>TP to complete.</i>	TP	ASAP
012	CM(Clerk) to provide the Governing board will information regarding the undertaking of a Chair’s performance review. - <i>Complete</i>	CM(Clerk)	ASAP

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	012	Feedback welcome - optional request for all to provide CM(Clerk) and/or AB with feedback regarding the Chair. - <i>Complete</i>	ALL	ASAP	
6.		Governor Business			
6.1		<p>Resignations</p> <p>The chair informed the Governing body of the recent resignations of Marika Chapman (MC), parent Governor who resigned as of 16th October 2024, Nicola Bygrave (NB), parent Governor, who resigned as of 24th September 2024, and Alyson Staples (AS), Co-opted Governor who resigned as of 13th September 2024.</p> <p>The chair reminded the Governing body of Anya Poole (AP), Co-opted Governor, and Richard Tolley (RT) Co-opted Governor, terms of office that ended in Summer 2024.</p> <p>Noted that Annika Bennett's (AB) term of office is due to end 22nd March 2024.</p>			
6.2		<p>Vacancies of the Governing body & Recruitment</p> <p>The recent resignations have resulted in three (3) Co-opted Governor vacancies and two (2) Parent Governor vacancies.</p> <p>Decision: The board discussed the recruitment options and concluded that they would aim to recruit to the three Co-opted Governor and two Parent Governor vacancies.</p> <p>Action01: TP, to write a letter to parents to inform them that the Governing body currently has two Parent Governor vacancies providing insight as to the reasons behind the vacancies and that parent elections will be taking place soon. TP to email the letter to the headteacher once complete in order for the letter to be handed out to parents during parents evening.</p> <p>Action02: TP to contact the Local Authority School Governance team to inform them of the three Co-opted Governor vacancies in order to find potential candidates.</p>			<p>TP</p> <p>TP</p>
7.		Annual Review of Governing Body's Operating Guidelines and Governor Business – to approve:			
7.1		<p>Sub Committee Roles, membership, updates, and named Governors with special responsibility.</p> <p>Sub-Committee Roles</p> <p>No change to sub-committee's roles. The sub-committees remain as follows:</p> <ul style="list-style-type: none"> • People and Finance • Curriculum and Standards <p>People and Finance Committee Update</p> <p>AB provided a verbal update to the Governing body from the People and Finance Committee meeting held on 1st October 2024. To summarise: -</p>			

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	<ul style="list-style-type: none"> • Re-elected the chair, agreed Terms of reference and annual planner. • Budget is in a good place. • Staff structure and staffing updates shared. • Managed staff absence due to illness • Extensively discussed the pay policy and salary review. • Exit questionnaire had been well received. <p>Named Governors with special responsibility - Safeguarding. The headteacher writes a safeguarding report which is then sent to the Safeguarding Governor for review and further questions. The safeguarding report forms the basis for the Safeguarding update report presented to the Governing body.</p> <p>Decision: All agreed that due to the limited number of governors currently, because of the recent Governor resignations and current vacancies, the Chair, TP would cover the role of Safeguarding lead in the interim.</p> <p>Action03: TP to cover Safeguarding Governor role in the interim. TP and Headteacher meet to discuss further.</p>	
7.2	Terms of Reference for committees Agreed – no changes.	TP
7.3	Membership of other panels Headteacher (HT) Appraisal Review Committee The Headteacher Appraisal Review Committee met last in July 2024 and concluded that all 2023/24 objectives had been met and new objectives were set for 2024/25. The Headteacher appraisal process is a five-stage process that entails setting new targets based on last year's appraisal and monitoring the targets/objectives in line with the School Development Plan (SDP). It is the Governors role to monitor the targets/objectives by providing evidence and notes. The local Authority (LA) School Improvement Adviser attends one/first meeting, as this is a statutory requirement, the HT review committee then meet again and conduct a review 3/4 times during the academic year. Action04: Headteacher to follow up with the LA for clarification around the School Improvement Plan in relation to HT appraisal process. Action05: AB to circulate the Headteacher's new objectives to all governors Action06: Discuss the formation of the HT Appraisal Review Committee at next FGB, when potential new governors are in role.	Headteacher AB
7.4	Standing Orders 24-25 Deferred Action07: CM(Clerk) to confirm if the document requires annual ratification and locate copy of Standing Orders 2023-24.	

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<p>Suspensions Five suspensions in total this half term. Action09: Headteacher to send excel spreadsheet log of suspensions to TP, Chair. A governor asked if children with emerging needs (SEN) are included/ collated in the suspension monitoring data? The headteacher confirmed that children with emerging needs are not included within the suspension monitoring data as it is hard to quantify emerging needs. Those children with emerging needs are highlighted at the point of suspension and actioned accordingly, details of this are included within the spreadsheet log. A governor asked if concerns around emerging needs are noticed by the staff and / parents? Concerns around emerging needs are noticed by both the staff and parent but usually the staff notice first. A governor asked whether suspensions this term (Autumn term 1 2023) are different to this time last year (Autumn term 1 2024)? Suspensions have decreased significantly compared to summer term 2024. Two out of the four incidents were harm to peers and harm to adults. New children with high needs linked to a multitude of factors.</p>	<p>Headteacher</p>
<p>Attendance The whole school attendance is good (96.5%) for Autumn term, 2024. A governor asked why the numbers of pupils with less than 90% attendance, has gone from 33 (Summer term 2) to 60 (Autumn term 1)? The numbers of pupils with less than 90% attendance have gone from 33 to 60 due to the percentage weighing heavy for Autumn term 1 as this time of the year, the data is cumulative. Comparison data indicates from Autumn term 1 2024 and Autumn term 1 2023 that more children have less than 90% attendance this year, 2024. Decision: All agreed for attendance data to be collated for the previous term's attendance, as this would provide an overall better understanding of the data. Action010: Headteacher to contact SIP for advice and clarification regarding collating attendance data.</p>	<p>Headteacher</p>
<p>Format of Headteacher report Decision: All agreed that during the 2nd half term the Headteacher would provide a question-and-answer session rather than a full Headteacher report. Term 1 full Headteacher report, term 2 question and answer.</p>	

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<p>Safeguarding The school recently had a comprehensive 7-hour safeguarding audit conducted by the (LA) Local Authority Adviser. The school is currently working through the agreed actions to ensure the school's safeguarding practices remain robust. Although the Deputy Headteacher (DHT) is a trained Deputy Designated Safeguarding Lead (DDSL), the DHT still needs to complete specific training in Cambridgeshire. Until then, the DHT is providing support but is not working actively in the role of DDSL. The school is confident that these steps will further strengthen the school's safeguarding procedures and maintain the highest standards of student safety and well-being for all the children at Pendragon.</p> <p>MyConcern The MyConcern report was uploaded to GovHub before the meeting. The following areas were discussed or noted. A governor suggested varying the colours presented on the myconcerns charts/report as the current charts/report are difficult to follow and identify the specific areas of concern. Headteacher to talk to safeguarding and see if the charts/reports can be modified based on this feedback. The charts highlight an increase in behaviour incidents. The headteacher confirmed that these incidents relate too: -</p> <ul style="list-style-type: none">• Three families, section 47 with multiple siblings• Temporary foster care children• Behaviour linked to SEN needs.• 1 child, whose current support and provision is not efficient/adequate for their needs. <p><i>A governor asked if the school is reporting more incidents this year?</i> No, the school is not reporting more incidents this year, however the headteacher confirmed that all behaviour incidents are now being logged on Myconcerns rather than being logged as a paper copy. Logging behaviour on Myconcerns provided more accurate detail and evidence to support the incident.</p> <p><i>A governor asked if the Headteacher is allocating time/workload specifically for dedicated heads time?</i> Yes, the headteacher confirmed that dedicated head time is occurring.</p>	
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<p>9.</p>	<p>Wellbeing Noted wellbeing is always covered in the headteacher report rather than as a separate agenda item. The school has made the well-being of the staff a key focus this term. Two Teaching Assistant meetings have been held, providing a space for staff to raise any concerns and discuss their needs. Senior leadership has also met with Local Authority advisor for 1:1 support sessions, and the Emotional Literacy Support Assistants (ELSA) continue to receive regular supervision to ensure they are supported in their roles. The Deputy Headteacher is attending "New to DHT" training, offering guidance and peer support and the Early Career Teacher (ECT) is participating in ECT training and networking opportunities. Additionally, the Headteacher attended the Cambridge Primary Heads Conference, which offering valuable networking opportunities beyond the usual cluster.</p>	
<p>10. 10.1 10.2 10.3 10.4</p>	<p>Safeguarding KCSIE – Governors to read and sign declaration in GovHub. Approve Local Authority Safeguarding and Child Protection Policy 2024/25 – covered under item 12.7. Annual Safeguarding Report for Governors Action: 011 Headteacher to send the Annual Safeguarding Report for Governors to TP, Chair. Safeguarding Training TW will be attending the Safeguarding – A Governors Role, 26th November 2024. HB, TB, and AB have all attended the Safer Recruitment in Schools training.</p>	<p>Headteacher</p>
<p>11. 11.1</p>	<p>Governor Monitoring and Development Agree strategy/programme for governor visits. The visit schedule was circulated at last year's FGB meeting, June 2024. Due to the significant changes in maths, and the scheme of work undertaken, TP will be conducting a Maths Governor visit for Autumn term 2. In the same way as maths, due to the significant changes and extensive work undertaken in English, due to the introduction of the new Little Wandle scheme KG will be conducting a English Governor visit for Autumn term 2. Feedback and data indicate the positive changes with the introduction of the Little Wandle phonics scheme. All staff have undertaken a huge amount of work, resulting in consistency, whilst showing a whole school wide commitment and implementation of the new scheme. The Governing</p>	

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<p>11.2</p> <p>11.3 & 11.4 11.5</p>	<p>board would like to acknowledge and thank the staff for all their efforts with implementation of the new Little Wandle phonics scheme. AB will be conducting Music and MFL monitoring visits, early Aut2, (November 2024) with TW to shadow. Action012: A Curriculum and Standards meeting to be organised. TP and TB to arrange.</p> <p>Governor Training/briefings HB and AB have completed the Termly Governance Briefing that was held on 1st October 2024. The training slides have been uploaded to GovHub. HB will be attending Schools Financial Value Standards, on 23rd October 2024. TP will be attending the Being an Effective Governing Body (Getting Ofsted Ready) 27th November 2024.</p> <p>Monitoring Visits and Governor link roles Complete.</p> <p>Annual Impact Statement Action013: TP, Chair to complete the Annual Impact Statement.</p>	<p>TP & TB</p> <p>TP</p>
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p>Policies to review and approve. The process for policy ratification has been reviewed with a latest version of the policy schedule now in place. The policies are no longer groups by Committee but are listed alphabetically including the version. Policies require Link Role Governor oversight (TB) however all policies are owned by the headteacher. The policies are highlighted as follows: -</p> <ul style="list-style-type: none"> • Green – FGB ratification required - mandatory, including the cycle and date of review. • Yellow – policy yet to be completed. • Bold – policy required but do not have currently. <p>Clerk to refer to the policy schedule when collating the agenda for FGB, policies for approval and ratification by the board.</p> <p>All policies were uploaded in GovHub in advance of the meeting. All Governors were asked to read the policies before the meeting.</p> <p><u>Based on Model Policies</u> Accessibility Plan Policy Decision – Accessibility Plan policy was ratified by governors.</p> <p>Attendance Policy Sept 2024 Decision – Attendance policy Sept 2024 was ratified by governors.</p> <p>Cambridgeshire Joint Protocol for Children not Collected at the end of the</p>	

Signed by Chair of Governors Date

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	<p>school day or activity – September 2024 Decision – Cambridgeshire Joint Protocol for Children not Collected at the end of the school day or activity – September 2024 was ratified by governors.</p>	
12.4	<p>Code of Conduct 2024 Decision – Code of Conduct 2024 was ratified by governors.</p>	
12.5	<p>Discretionary Leave of Absence 2024 Decision – Discretionary Leave of Absence 2024 was ratified by governors.</p>	
12.6	<p>Primary Admissions for September 2025 Decision – Primary Admissions for September 2025 was ratified by governors.</p>	
12.7	<p>Safeguarding and Child Protection Policy 2024 (with changes highlighted) Decision – Safeguarding and Child Protection Policy 2024 was ratified by governors.</p>	
12.8	<p>Supporting Pupils with Medical Conditions 2024 Decision – Supporting Pupils with Medical Conditions 2024 Policy was ratified by governors.</p>	
12.9	<p>Critical Incident Policy Sept 24 Decision – Critical Incident Policy Sept 24 was ratified by governors.</p>	
12.10	<p>Pay Policy (and salary review) Noted that the pay policy is a EPM model policy. The draft School Teachers Pay and Conditions (STPCD) has now been released, with the government agreeing to fully accept the recommendations from the School Teachers Review Body for teachers. The report outlines an increase of 5.5% to all teachers' pay ranges, advisory points, and allowances, as well as changes to guidance on appraisal and pay progression. Due to a 10-week consultation, reaching the agreement will extend beyond 1 September, meaning the final pay offer for 2024/25 will be backdated. It has been confirmed that the proposed 5.5% pay rise will be funded by the government though it is unclear if funding will cover all expenses for salary increases. The Governing board considered the Teacher's Pay award proposal of a 5.5%. Decision – governors agreed/ratified the 5.5% pay rise for teaching staff. Action014: AB to send an email to teachers to inform them of the 5.5% pay increase to be received in December pay once HB confirms.</p>	<p>AB</p>

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	<p>Discussions took place around the changes to performance related pay. In conclusion as there is no guidance currently, this needs to treat with caution. As a result, all Governors agreed to remove this section from the policy until guidance is released.</p> <p>Decision – Performance related pay section to be removed until the guidance has been released.</p> <p><u>Policies requiring further discussion.</u></p> <p>Decision – governors to defer all policies to the next FGB meeting apart from 12.13 Complaints Policy Sept 24.</p> <p>12.11 Anti Bullying Policy Oct 2024 Deferred</p> <p>12.12 Suspension and Exclusion Policy Sept 24 (CCC Exclusions guidance) Deferred</p> <p>12.13 Complaints Policy Sept 24 Noted that section 3.8 of the Complaints Policy there are two (2) alternative paragraphs. Schools must choose one option to adopt and delete the alternative paragraph. Maintained schools are advised to adopt the first paragraph stating the Governing Body has decided that any review should only be conducted in writing, but may, choose to adopt the second paragraph stating, whilst normally the governor’s panel will consider the review on the basis of written representations only, the governors will consider a face-to-face review if this is requested by the complainant.</p> <p>Decision – governors agreed to adopt the first paragraph stating the Governing Body has decided that any review should only be conducted in writing.</p> <p>12.14 First Aid Policy Sept 24 Deferred</p>	
<p>13.</p>	<p>Dates of future meetings 2024/25 Academic year</p> <ul style="list-style-type: none"> • Monday 25th November 2024 • Monday 3rd February 2025 • Monday 17th March 2025 • Monday 28th April 2025 (Budget approval) • Monday 23rd June 2025 (School Day Session) <p>The start time of these meetings will be 5.30pm, held at the school, unless otherwise stipulated nearer the time.</p>	
<p>14.</p>	<p>Consider impact of meeting</p> <ul style="list-style-type: none"> • Ratified a large number of policies with a policy review planner in place. • Pay policy – uplift for teaching staff agreed and awaiting further guidance in relation to performance related pay. 	

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	<ul style="list-style-type: none">• Update received on the recent Governor body resignations and current vacancies, with process for recruitment of new Governors agreed.• Annual declarations including pecuniary interests, code of conduct completed and re-signed.• Headteacher report, providing an understanding of this half term.• Glowing feedback from the new phonic scheme, little Wandle.• Focus on FGB open actions, resulting in many actions being closed.• Governor Monitoring visits due to be scheduled.• Training records discussed; future training planned.• Budget/Financial update – covered as AOB.	
15. 15.1	<p>Any other business</p> <p>Budget/Finance Update HB, School Business Manager, provided a verbal budget/finance update.</p> <p>SBS Budgeting tool update Now able to access the tool, however, the data transfer has been incomplete, noting this is a countywide problem, resulting in additional work to clean up the data, and still not completed indicating inaccurate figures.</p> <p>Concerns</p> <ul style="list-style-type: none">• On current projections, spending is slightly more than expected however a surplus and falls part of 6 months projected spending.• Currently awaiting budgeted SEN funding for four children.• Spending increased on supply staff due to significant sickness within the school.• Currently within budget but this budget may need increasing as we are close to exceeding costs. <p>Pre-school Budget</p> <ul style="list-style-type: none">• Really happy with how Preschool is performing financially.• The school has been awarded £31,515, as part of the school's core budget Grant, to cover both Teacher and Support staff pay awards.• Support staff were budgeted three (3) % of the National Joint Council NJC Pay offer of £1249 on all scales, this will cost an additional £14,470 however this has not been accepted by the unions and they are proposing striking.• Teaching staff were budgeted a three (3) % pay award and the School Teacher review body STRB has recommended 5.5%. This is an additional £13,386.• This total £27,856 of additional funding required. <p>Concerns</p>	

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<p>15.2</p>	<ul style="list-style-type: none"> The Support staff could be awarded more, and this is unlikely to be covered. If strikes occur this would result in staffing issues and the costs of supply. The full pay award cost is £61,986. There are no details if this separate funding is going to continue or whether it will be absorbed into the National funding formula NFF. <p>In summary, due to a number of staffing changes at the end of last term (Summer 2024) this will have had an enormous impact on the future budgets. No carry forward or a balanced budget has not been set in the last three (3) years, the carry forward has however carried the school through. It will be incredibly challenging to balance the budget for 2026-27.</p> <p>Aspens/catering provider A governor asked that if the cost of a school meal were to increase by 20p to £3, how much additional revenue would this create? With a 20pence increase on every school meal this would result in an additional revenue of £2,500.00. A governor asked how much revenue would be needed to cover Aspen's costs/requirements? For the revenue to cover Aspen's costs/requirements the revenue would need to be significantly more than a 20pence increase and reluctant to increase school meals significantly at the moment. Decision – governors agreed to increase the price of school meals by an additional 20pence, to £3 a school meal as of 1st December 2024 for school and pre-school. Action015: TP, Chair, to sent email communication to all parents informing them of the school meal price increase with effect from 1st December 2024.</p> <p>New Governors Handbook AB informed all of the new Governor's handbook, which highlights Governor's responsibility for the uniform policy. Action016: Headteacher and TP, Chair to discuss the uniform policy in more detail. Action017: CM-Clerk to add Uniform Policy as an agenda item for FGB Spring 1 agenda.</p>	<p>TP</p> <p>Headteacher & TP CM-Clerk</p>
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The meeting closed at 19.38pm.

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Questions	Green italics
Decisions	Blue bold
Actions	Red

ACTIONS:

No.	Action	Owner	Timescale
Actions from 8th May 2024			
05	MC to send a letter to Phillip Hill at County, from the Governors to ask for an update regarding the school fence. <i>TP to action.</i>	TP	Autumn 2 FGB
07	MC to add the date of when the SCR was last checked on the visit report form moving forward. <i>Safeguarding link Governor/TP to action.</i>	TP	Autumn 2 FGB
Actions from 24th June 2024			
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. <i>TP to complete.</i>	TP	ASAP
Actions from today's meeting, 21st October 2024			
06.2	TP, to write a letter to parents to inform them that the Governing body currently has two Parent Governor vacancies providing insight as to the reasons behind the vacancies and that parent elections will be taking place soon. TP to email the letter to the Headteacher once complete in order for the letter to be handed out to parents during parents evening.	TP	ASAP
06.2	TP to contact the Local Authority School Governance team to inform them of the three Co-opted Governor vacancies in order to find potential candidates.	TP	ASAP
07.1	TP to cover Safeguarding Governor role in the interim. TP and Headteacher meet to discuss further.	TP	Autumn 2 FGB
07.3	Headteacher to follow up with the LA for clarification around the School Improvement Plan in relation to HT appraisal process.	Head	Autumn 2 FGB
07.3	AB to circulate the Headteacher's new objectives to all governors	AB	Autumn 2 FGB
07.3	Discuss the formation of the HT Appraisal Review Committee at next FGB, when potential new governors are in role.	ALL	Autumn 2 FGB
07.4	CM-Clerk to confirm if the document requires annual ratification and locate copy of Standing Orders 2023-24.	CM-Clerk	Autumn 2 FGB

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07.9	TP to update and recirculate Governor Expectations documentation.	TP	ASAP
08.0	Headteacher to send excel spreadsheet log of suspensions to TP, Chair.	Head	ASAP
08.0	Headteacher to contact SIP for advice and clarification regarding collating attendance data.	Head	Autumn 2 FGB
10.3	Headteacher to send the Annual Safeguarding Report for Governors to TP, Chair.	Head	ASAP
11.1	Curriculum and Standards visit to be organised. TP and TB to arrange.	TP & TB	ASAP
11.5	TP, Chair to complete the Annual Impact Statement.	TP	ASAP
12.10	AB to send an email to teachers to inform them of the 5.5% pay increase to be received in December pay.	AB	Autumn 2 FGB
15.1	TP, Chair, to send email communication to all parents informing them of the school meal price increase with effect from 1 st December 2024.	TP	ASAP
15.2	Headteacher and TP, Chair to discuss the uniform policy in more detail.	TP & Head	Spring 1 FGB
15.2	CM-Clerk to add Uniform Policy as an agenda item for FGB Spring 1 agenda.	CM-Clerk	Spring 1 FGB

Future agenda items

FGB Autumn 2

- Standing Order
- Instrument of Government
- Safeguarding Governor
- HT Appraisal Review Committee

FGB Spring 1

- Uniform Policy