

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 Friday 23rd September 2022 at 1.15pm

Present:

Emily Samuels (ES) – Head	Annette Gear (AG)
Babs Nichols (BN) – Chair	Annika Bennett (AB)
Tracey Brown (TB)	Katie Thompson (KT)
Anya Poole (AP)	Tom Pinnock (TP)
Richard Tolley (RT)	Marika Chapman (MC)
Natalie Willmore (NW)	

In attendance: Lorna Lawrence – Clerk

		Action owner
	Governors met during the morning and discussed the committee structure going forward which is moving to 2 – Personnel and Resources & Health and Safety. Governors were also taken through KCSiE.	
1.	Election of Chair and Vice-Chair of Governors Nominations were discussed during the meeting, and it is now confirmed that Babs Nichols will remain as Chair for one further year. Tom Pinnock is confirmed as Vice-Chair.	
2.	Welcome and apologies for absence. BN welcomed everyone to the meeting and thanked everyone for attending. Apologies received and accepted after the meeting from James Fletcher. The meeting was quorate.	
3.	Declarations of Interest. The following were declared as pecuniary interests: NW lives with a member of staff JF lives with a member of staff MC works with NTA that supplies tutors KT works within speech and language therapy which deals with the school. All governors are reminded to log their declarations of interest on governorhub.	All
4.	Minutes of previous meeting (27/06/22) & Matters arising	

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	<p>The minutes were accepted as an accurate record.</p> <p>The actions were discussed. The action grid was updated.</p>	
5.	<p>Review of Governor paperwork</p> <p>Standing orders – they were circulated prior to the meeting; all governors are in agreement with the standing orders.</p> <p>Code of Conduct – this was circulated prior to the meeting; all governors are in agreement with the code of conduct</p> <p>Governor expectations – this was circulated during the meeting for governors to read and sign. JF to complete</p> <p>Link governors – governors ran through the list of roles, and all were in agreement with links assigned. Chair will catch up with JF following the meeting. Governors were asked to think about joining the HTAR panel and MC agreed to step onto the panel. BN requested that MC complete appropriate training. New visit forms will be loaded on to governorhub.</p>	<p>JF</p> <p>MC</p> <p>BN</p>
6.	<p>Sub Committee roles, membership, and meeting dates</p> <p>During the morning of today's governor day, the group split into the two committees.</p> <p>Personnel – the chair will be Annika Bennet; vice-chair will be Annette Gear. Anya Poole will support this year.</p> <p>Resources & Health and Safety – chair will be Richard Tolley, vice-chair is to be confirmed. It was noted to keep an eye on workload and share amongst the committee members.</p> <p>Meeting dates for the year are to be arranged as soon after the FGB as possible.</p>	<p>AB/RT</p>
7.	<p>Review of Ofsted report</p> <p>The headteacher explained that comments from the parents have been positive and they seem pleased. The full report will be published by the end of next week. The headteacher has spoken to some of the SEN parents, it is felt that the developmental point was fair.</p>	<p>ALL</p>

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	<p>With a good report, it was discussed that the School and Pre-School need to raise their profile, particularly out of the Village. The headteachers is welcome to any ideas about PR for the school.</p> <p>The letter sent by the chair of governors was well received.</p> <p><i>A governor asked how the staff feel?</i> They are really pleased with the result, the short report that came out was a bit deflating. It was suggested that those that went to the feedback meetings could give further feedback to the staff.</p> <p><i>A governor asked if the development points are being fed into the SDP?</i> Most of the elements are already there but this will be reviewed.</p> <p>Governors wish their appreciation for all staff and the efforts that they put in to be noted.</p>	
8.	Headteachers report <p>The chair has agreed that a verbal update is given at this meeting.</p> <p>Safeguarding – nearly all staff have now received their annual training, next year the plan will be to complete this training on an INSET day. There have been 14 logs of concern since the start of term. One call was made to social services for advice, no further action has been taken yet. A risk assessment has been implemented for one child.</p> <p>House captain nominations have given their speeches and the votes are currently being counted. The school council representatives have been voted by the classes.</p> <p>One extra member of staff has been recruited for lunchtime, there are more adults than before out which has limited some boisterous behaviour. The SLT is being more visible at the moment. Playleaders are being re-introduced.</p> <p>A new Bluetooth speaker has been purchased for the hall.</p> <p>There have been some questions from parents about the collective worship. the HT has done some reading/researching and wording will be changed to reflection time so as not to be specific to any religion.</p> <p>It has been noted that children are well mannered and polite around the school. 3 children are having specialist behavioural support from outside agencies. Staff have now completed STEP's training. The SEN provision is being reviewed with the SENDCo, the SENDCo is now nearly back to four days a week. It is moving in the right direction.</p>	

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	<p>There has been a leak in the boiler room that has been fixed, a leak in the foyer that has been fixed. There is very big crack in the field which has been fenced off, the school are in contact with the council. There are still some concerns about the perimeter fence. It has been noted that the front gates should be kept locked.</p> <p>Most staff have had their appraisals, 1-2-1's are happening. HT Objective setting has taken place. Some staff struggle with change however generally the staff are settled.</p> <p>STEPS training has been delivered by TB.</p> <p><i>A governor asked if information on STEPs would be given to parents?</i> Yes, it will be</p> <p>Talk for writing training will be happening next week.</p> <p><i>A governor asked for an invite to be sent to FGB members</i></p> <p>All TA's are now first aid trained and half of the teachers are.</p> <p>The headteacher has implemented a time limit on staff meetings and an INSET day will be given for report writing.</p> <p><i>A governor asked for an update on TB being in class two days a week.</i> Advertising for this role is being looked at, an update will be available at the next meeting.</p> <p><i>A governor asked if the HT can forward the weekly attendance report to all governors.</i> The HT agreed</p> <p><i>A governor asked if the monthly H&S Newsletter can be sent to the Chair of Resources & H&S each month.</i> The HT agreed</p>	<p>HT</p> <p>HT</p>
<p>9.</p>	<p>Safeguarding</p> <p>The safeguarding report was circulated prior to the meeting. BN reported that Anna-Marie Cooper from Governor Services had asked to share our report format with other schools as a good practice tool.</p> <p>The annual safeguarding report was completed and returned at the end of last year. No major incidents have been reported. Governors have had their training this morning.</p> <p>The SCR was checked on 29th June and it was all in order. AB has a safeguarding meeting with the headteacher next Monday.</p>	

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	<p>My Concern will be implemented soon.</p>	
10. Data Review	<p>TB will send out the information following this meeting and a further update will be given at the next FGB. All Governors will be given access to the Fisher Family Trust.</p> <p>Governors briefly discussed the SAT's results.</p>	
11. Brief Budget Update	<p>RT gave a brief re-cap on the budget situation. Further actions will be taken once the census data is in. The financial advisor is comfortable with that at the moment.</p> <p>An impact on the budget to be noted is the teacher pay increase of 6%, only 3% has been budgeted.</p> <p>The headteacher is expecting some staff movement next year. How the TAs are utilised will also be reviewed.</p> <p>Governors had a discussion on the pre-school, the numbers and funding.</p>	
12. Policies to review	<p>One policy was due to be reviewed – Governor visits, this was circulated prior to the meeting.</p> <p>Decision – policy was ratified by governors</p>	
13. Governor visits schedule 22/23	<p>This will be arranged following this meeting.</p>	
14. Governor Training	<p>Governors are reminded to attend one termly briefing per year It has been noted that training can now be booked via governorhub.</p>	
15. Dates of meetings for academic year	<p>14th November 23rd January</p>	

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	<p>6th March 8th May - although this may need to move dependent on Budget Dates 19th June</p> <p>The start time for these meetings will be 6.30pm</p>	
<p>16.</p>	<p>Consider impact of meeting Statutory Paperwork & declarations complete Safeguarding training completed by FGB Additional Responsibilities & Link Roles were established Budget pressures were highlighted for continual monitoring</p>	
<p>17.</p>	<p>Any other business</p> <ul style="list-style-type: none"> The chair ran through the delegation decision planner, all governors are in agreement with the suggested changes. BN to update and upload on GovHub A possible candidate for the LA governor vacancy is going to be shown round the school next week. The committee chairs will review the FGB planner and their terms of reference The chair will update the governor pages on the website The chair has been approached by the Tree Warden who has requested the school be involved in the planting of a commemorative tree on Jubilee Green. The headteacher confirmed that they can be. It was noted that there had been an incident with allergens at lunchtime, a parent has been in contact with the headteacher, and a policy will be written and put in place. AP reported that an EPM payroll error in July had challenging and upsetting consequences for a member of staff. This is not the first time this has happened. AP is monitoring follow up to ensure there is no repeat of this situation. AP asked who is responsible for updating the committee attendance on the tracker held in Govhub. It was agreed that the responsibility lies with the Chairs of the committees. AP reported that the SRC will be held in October. The School Teachers' Pay and Conditions Document has not been published yet. Once it has been, governors will need to meet to discuss and agree. 	<p>BN</p> <p>Committee chairs BN</p> <p>AP</p> <p>Committee Chairs</p>

The meeting closed at 3.06pm

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ACTIONS:

No.	Action	Owner	Timescale
Actions from 27th June 2022			
1	<i>Data retention advice sought from EPM</i>	AP	22/07/22
2	<i>Investigate signing of privacy notices</i>	JF	22/07/22
4	<i>Governors to write a paragraph on themselves</i>	All governors	22/07/22
Actions from 23rd September 2022			
1	<i>Complete pecuniary interest on governorhub</i>	All governors	30/09/22
2	<i>Complete the governor expectations document</i>	JF	
3	<i>MC to attend HTAR Training</i>	MC	30/09/22
4	<i>Governor visits forms to be loaded to governorhub</i>	BN	30/09/22
5	<i>Committee meeting dates to be confirmed</i>	AB & RT	
6	<i>Governors to think of ideas to raise pre-school awareness</i>	All governors	
7	<i>School attendance figures to be sent</i>	Head	
8	<i>Monthly health and safety newsletter to be circulated to RT</i>	Head	
9	<i>Review of FGB planner</i>	Committee chairs	14/10/22
10	<i>Update governor pages on website</i>	BN	14/10/22
11	<i>Update and load Delegation Decision Planner</i>	BN	14/10/22
12	<i>Payroll issue with EPM to be monitored</i>	AP	
13	<i>Committee attendance to be kept up to date</i>	Committee chairs	