

# 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 28<sup>th</sup> April 2025 at 5.30pm at Pendragon School

**Present:**

<b>Emily Samuels (ES) – Head</b>	<b>Rob Murray (RM)</b>
<b>Tom Pinnock (TP) – Chair</b>	<b>Senthil Natesan (SN)</b>
<b>Annika Bennett (AB) – Vice Chair</b>	<b>Judy Ross (JR)</b>
<b><i>(joined remotely)</i></b>	<b>Natalie Willmore (NW)</b>
<b>Tracey Brown (TB)</b>	<b>Tim Wong (TW)</b>
<b>Katherine Gravett (KG) <i>(joined remotely)</i></b>	

**Apologies:** None

**In attendance:** Charlene Monk CM (Clerk) – Clerk  
Helen Parsons (HP) – Associate Deputy Head Teacher (DHT)

Questions	Green italics
Decisions	Blue bold
Actions	Red

		Action owner								
1.	<b>Welcome and apologies for absence.</b> The Chair (TP) welcomed all and New Co-opted Governor, Judy Ross (JR,) to the governing body and thanked everyone for attending.  No apologies were received in advance of the meeting.  The meeting was quorate.									
2.	<b>Declaration of interest to items on this agenda</b> TB declared pecuniary interest for her role of Float Teacher at Pendragon Community Primary school.									
3.	<b>Minutes, of previous FGB meeting (17<sup>th</sup> March 2025) &amp; Matters arising and review of open actions.</b>  The minutes were accepted as an accurate record.  The open actions were discussed and reviewed.  <table border="1"><thead><tr><th>No.</th><th>Action</th><th>Owner</th><th>Timescale</th></tr></thead><tbody><tr><td colspan="4"><b>Actions from meeting 25<sup>th</sup> November 2024</b></td></tr></tbody></table>	No.	Action	Owner	Timescale	<b>Actions from meeting 25<sup>th</sup> November 2024</b>				
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	7.0	Consideration around monitoring questioned linked to last year's SDP New follow-on action created 17.03.2025. TB to amend the first question (monitoring Subject Lead form) and recirculate to all governors. – <i>Complete</i>	TB	Summer 1 FGB
		New follow-on action created 17.03.2025. RM to create provision and questions for PE subject monitoring, – <i>Ongoing</i> .	RM	Summer 1 FGB
	12.3	Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit. – <i>Ongoing</i> , however the headteacher confirmed that this is not a requirement of the health and safety audit. The SLT are meeting next week to look at the gaps for recirculation at the next FGB (28 <sup>th</sup> April 2025). – <i>Ongoing</i> .	Head	Summer 1 FGB
<b>Actions from meeting 3<sup>rd</sup> February 2025</b>				
	4	New follow-on action created 17.03.2025. All Governors to populate the recording of monitoring visits and uploading files to the visits section in Governor hub for all monitoring visits during 2024/25 academic year. – <i>Complete</i>	All	Summer 1 FGB
	6	New follow-on action created 17.03.2025. SN to upload SEND monitoring report, 21 <sup>st</sup> November 2024 to visits section in Governor hub.– <i>Complete</i>	SN	Summer 1 FGB
	6	New follow-on action created 17.03.2025. HP to amend the Pupil Premium (PPG) report document accordingly. – <i>Complete</i>	HP	Summer 1 FGB
		Headteacher to provide governors with an estimate of EHCPs from September 2025 onwards. – <i>Complete</i>	Head	Summer 1 FGB
	10.2	New follow-on action created 17.03.2025. TP to contact Chris Sutton, LA Strategic Lead for School Governance to seek advice on all models of governance. – <i>Ongoing</i>	TP	Summer 2 FGB
<b>Actions from today's meeting 17<sup>th</sup> March 2025</b>				
	4.1	Chair (TP) to chase two potential governors outstanding application forms. – <i>Complete</i>	TP	Summer 1 FGB
	7.2	Headteacher to provide an update on the school fence at the next FGB meeting, 28 <sup>th</sup> April 2025. – <i>Complete</i>	Head	Summer 1 FGB
	9.3	Headteacher to seek clarification from ICT services in relation to safe share. – <i>Complete</i>	Head	Summer 1 FGB
	9.4	Headteacher to include a paragraph within the Adverse Weather policy to cover extreme high temperatures. – <i>Complete</i>	Head	Summer 1 FGB
	11.1	Chair (TP) to seek guidance on the SFVS requirements and outstanding actions from other Chair of Governors, collection of information will be provided if requested. – <i>Complete</i>	TP	31 March 2025
<b>4.1</b>	<b>Governor Business</b>			
<b>4.1</b>	<b>Resignations/vacancies of the Governing body and recruitment</b>			



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	<ul style="list-style-type: none"> <li>JR agreed to monitor Year 6 SATS (Standard Assessment Tests)</li> <li>The Chair of C&amp;S Committee (TB) informed all that an action from a previous meeting was to create a summary document of Governor monitoring subject lead visits providing an overview of Subject Leader planning and schemes. TB confirmed to all that the document is now available to view in Governor hub.</li> </ul>	
<b>6.</b>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>No formal safeguarding visit has taken place; however, the Safeguarding Link Governor (TP) had met with the Headteacher informally whereby safeguarding matters were discussed.</li> <li>The Chair of Governors (TP) and Headteacher to met and feedback at the June FGB meeting.</li> <li>Covered under agenda item 10, Headteacher's Report</li> </ul>	
<b>7.</b>	<p><b>Health and Safety (H&amp;S)</b></p>	
<b>7.1</b>	<p><b>Review of risk assessments and emergency plan</b>                  The Chair (TP) will be conducting a H&amp;S visit on 1<sup>st</sup> May 2025. The Headteacher confirmed that the emergency plan is covered in the <a href="#">Headteacher report</a> agenda item 10.</p>	
<b>7.2</b>	<p><b>School Fence Update</b>                  Updated covered as part of the <a href="#">Headteacher report</a> agenda item 10.</p>	
<b>8.</b>	<p><b>Committee Updates</b></p> <p>People and Finance Committee (P&amp;F)                  The Chair of P&amp;F Committee (AB) informed all that the last meeting was cancelled and the decision was made to not re-scheduled as the meeting would have taken place too close to the FGB meeting and there were no urgent agenda items for discussion. The next meeting will be held in May 2025.</p> <p>HT Appraisal Review Committee                  At the last FGB meeting SN agreed to form part of the HT Appraisal Review Committee with KG and AB.                  The decision was made to defer the formation of the HT Appraisal Review Committee to the June FGB meeting when potentially new governors are in role.  <b>Action02: SN and KG, as part of the HT Appraisal Review Committee, to contact LA School Adviser (SB) to schedule Headteacher appraisal meeting for September 2025.</b></p> <p>Curriculum and Standards Committee (C&amp;S)                  The Chair of C&amp;S Committee, (TB) informed all that the meeting took place on 31<sup>st</sup> March 2025 and provided a summary of key topics: -</p>	

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	<ul style="list-style-type: none"> <li>Discussed the monitoring that had taken place with NW in English.</li> <li>Updated action plans and viewed summary</li> <li>Agreed timings of future meetings to ensure that there was less timetabled pressure, giving staff members release time beforehand to prepare and ask standardised questions to the invited staff member.</li> <li>Discussed bank of questions for pupil voice to give an area of focus</li> <li>Agreed monitoring questions for governors to ask when meeting subject leads.</li> </ul> <p>Link Governor roles.</p> <ul style="list-style-type: none"> <li>OPAL (Outdoor Play and Learning)/Play Link Governor (TB) meet with NW and conveyed that the visit was positive overall, with final assessments scheduled for 3 weeks.</li> <li>SEND Link Governor (SN) confirmed that the Local Authority (LA) Audit / SEND review monitoring visit took place. The LA will be re-visiting ON 2<sup>nd</sup> May to assess and review SEND support. The SENCo will then share the action plan and provide SN with an update.</li> </ul>	
<p><b>9.</b> <b>9.1</b></p>	<p><b>Policies for review</b>  <b>Uniform Policy</b></p> <ul style="list-style-type: none"> <li>The headteacher conveyed that the current uniform policy is a balanced, well written policy with an effective system in place.</li> <li>However, after further investigation from The Key and other governing websites, the headteacher felt that the policy could be updated to include parental engagement and interactions.</li> </ul> <p><b>Action03: Headteacher to disseminate the uniform policy to Governors for input/thoughts and questions with the intention to ratify at next FGB meeting. Clerk to add Uniform Policy as an agenda item for FGB 06.</b></p>	<p><b>Headteacher /Clerk</b></p>
<p><b>10.</b></p>	<p><b>Head teacher’s report (Written)</b>          The <a href="#">headteacher report</a> was uploaded to Governor hub in advance of the meeting and Governors were asked to provide questions in advance of the meeting via the noticeboard function in Governor hub, in order for the headteacher to prepare answers.          The headteacher thanked Governors for all the questions and challenges received and noted the efficiency and effectiveness of providing questions in advance of the meeting.</p> <p><b>Governor Support, Questions and Challenge</b>  <b>A governor asked if the 10 students below 85% attendance the same as the Autumn term report?</b>          The headteacher will confirm with office staff and re-circulate to the Governing body.</p>	

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***A governor asked if the change in role of an Office staff member, moving to a finance role, causing the staff member to work both roles now or has the previous role been split?***

The headteacher explained that filling the finance role internally was beneficial. Noting also, that due to a fall in SEND capacity TA/Office support will reduce. Currently 370 pupils, reducing to 300 pupils from September 2025, enabling office time to reduce.

***A governor asked what are the barriers that affect attendance for some PPG and SEND pupils?***

The headteacher explained that the barriers are parental engagement, mental health, substance misuse, and unmet need of the child (parental/diagnosis).

***A governor asked if the recommendations from the SEND report straightforward to action?***

The headteacher explained that the report is clear, outlining straightforward next steps for support. Moving away from referrals in school and align ARDR/EHCP with purposeful smart targets.

***A governor asked if the Headteacher had the DfE building survey back? Are there any areas of concern other than the fence?***

No, the building survey was a DfE formality and not related to the school fence update.

***A governor asked if Student numbers: Katie Clark's class adds up to 35 with 19 in Y1 and 16 in Y2; I assume there is a mistake somewhere in these numbers?***

The headteacher clarified typo, should read 24, not 35 with 8, not 19 in Year 1 and 16 in Year 2.

**Action04: Headteacher to request office staff update for re-circulation to Governors.**

***A governor asked if again student numbers: the numbers are exactly the same as they were in the autumn report; is that correct?***

The headteacher clarified typo.

***A governor asked if the AHTs: what support have you provided to allow them to take on their new responsibilities? Have they received some kind of induction into their new roles?***

LA Adviser provided two sessions with the AHTs, supporting development of the role, job description, informal and formal 1:1s, and offering support with progress. Inductions evolving since January 2025.

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	<p><b><i>A governor asked where are we in the process of redundancies? IS any more support from governors needed?</i></b>                  The headteacher confirmed that no governor support is required. The Governor panel have reviewed the matrix scores, next step to informed staff and potential appeals to follow.</p> <p><b><i>A governor asked in relation to the 2 rescinded PEX – what are the provisions for these 2 pupils now/how is school supporting the pupils?</i></b></p> <ul style="list-style-type: none"> <li>• The headteacher informed all that both pupils are now in alternative provision</li> <li>• The school has agreed to continue in safeguarding role.</li> <li>• Additional work set and marked where appropriate.</li> </ul> <p><b><i>A governor asked if the free staff lunch have a financial impact on the school budget, and if so, what is it?</i></b>                  The Headteacher confirmed that the free lunch had no financial impact on the school budget.</p> <p><b><i>A governor asked regarding the introduction of new Assistant Headteacher (AHT) roles and the support from an external School Business Manager (SBM). How are these changes impacting the distribution of leadership and the financial stability of the school?</i></b>                  Positive with in house recruitment savings, School Business Manager, 1 day a week, savings compared to 4 days. AHT slight increase in salary but minimal.</p> <p><b><i>A governor raised concerns on the refresh of the house point system and the positive feedback from the pupil voice survey. Can you provide more detail on how the school is measuring the impact of these changes on pupil behaviour and engagement?</i></b>                  The school is measuring the impact via a pupil survey, sterling wellbeing survey whereby data is collected three times a year.                  Pupil voice collection and including in PHSE, personal development.</p> <p>The follow question was raised during the meeting  <b><i>A governor asked regarding staff mental health and wellbeing after the PEX?</i></b>                  Staff appreciated the Chair reaching out.                  Headteacher conveyed the struggles were noted at the end of half term, staff concerned were directed to Employee Assistance Programme.</p>	
11.	<b>Budget/Financial Update</b>	

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	<ul style="list-style-type: none"> <li>The headteacher informed all that the intent is to set a positive balanced budget incorporating the reduction in teaching staff and associated costs.</li> <li>National insurance will be partly funded by Government on pupil numbers.</li> <li>The visiting School Business Manager in their temp role, continues to support new SBM.</li> <li>The next People and Finance Committee meeting is scheduled for 21<sup>st</sup> May 2025.</li> </ul>	
12.	<p><b>Planning</b>                  12.1 SDP impact and map progress                  Defer to Summer02 FGB agenda.</p>	
13. 13.1	<p><b>Dates of future meetings 2024/25 Academic year</b>                  Monday 23<sup>rd</sup> June 2025 – Discussions took place around the timing of the meeting  <b>All Governors agreed to meet at 2.30pm to cover round up of year, Committee Structure, Governor administration etc, with FGB06 to follow at 3pm at the school</b></p>	
13.2	<p><b>Proposed future meeting dates for new academic year 2025/26</b>  <b>Action05: Headteacher to contact LA School Improvement Adviser for availability to attend Autumn1/2 FGB and share dates with Chair/Clerk and then further with the Governing body.</b>  <b>All Governors collectively agreed to schedule 30 minutes before 2025/26 FGB meetings to cover bitesize training sessions.</b></p>	
13.	<p><b>Consider impact of meeting</b></p> <ul style="list-style-type: none"> <li>Welcomed new Co-opted Governor to the governing body</li> <li>Governors were provided with a brief Budget/Financial update indicating a positive balance</li> <li>Discussed and considered behaviours linked to SEND</li> <li>Questioned and challenged the headteacher report</li> <li>Governors were provided with updates from Committees including OPAL</li> <li>Three potential Parent Governor applications received, with formal agreement from the Governing body to conduct Parent Governor elections</li> <li>Health and Safety update provided to Governors in relation to the school fence</li> <li>Recruitment and trial transition of internal staff member from Office to Finance role explained.</li> </ul>	

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<b>14.</b>	<p><b>AOB</b>  <b>Associate Governor/Guest – School Finance Manager (SFM)</b>                  A governor raised the possibility of inviting the SFM to the FGB meetings.  <b>Decision – All governors collectively agreed it would be beneficial for the SFM to attend the future FGB meetings.</b></p> <p><b>Appreciation of Thanks</b>                  Headteacher thanked Governors for their support offered to staff upon the loss of a staff member.</p> <p><b>Approval of 2025/26 Budget</b>                  During the meeting a governor confirmed that the analyse end of year budget 24-25 and approval final budget for 2025-2026 must legally be reported to and approved by FGB and submitted to the LA by <u>Friday 23 May 2025</u> (amended submission date for this year).                  It is very important that the decision to approve the budget is clearly minuted.  <b>Decision – The extraordinary FGB will be held at 5.30pm, virtually on Wednesday 21st May to ratify the 2025/26 budget. Clerk to send teams link to all.</b></p>	
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The meeting closed at 19.34pm.

## Action Log

No.	Action	Owner	Timescale
<b>Actions from meeting 25<sup>th</sup> November 2024</b>			
7.0	Consideration around monitoring questioned linked to last year's SDP New follow-on action created 17.03.2025. RM to create provision and questions for PE subject monitoring, – <i>ongoing</i> .	RM	Summer 2 FGB
12.3	Headteacher to follow up and request more guidance around first aid and if there is a requirement as part of the health and safety audit. – Ongoing, however the headteacher confirmed that this is not a requirement of the health and safety audit. The SLT are meeting next week to look at the gaps for recirculation at the next FGB (28 <sup>th</sup> April 2025). – <i>Ongoing</i> .	Head	Summer 2 FGB
<b>Actions from meeting 3<sup>rd</sup> February 2025</b>			
10.2	New follow-on action created 17.03.2025. TP to contact Chris Sutton, LA Strategic Lead for School Governance to seek advice on all models of governance. – <i>Ongoing</i>	TP	Summer 2 FGB

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<b>Actions from meeting today's meeting 28<sup>th</sup> April 2025</b>			
01	TP to provide HP with wording to include in the advertisement for potential Governors.	TP	Summer 2 FGB
02	SN and KG, as part of the HT Appraisal Review Committee, to contact LA School Adviser (SB) to schedule Headteacher appraisal meeting for September 2025.	SN/KG	Summer 2 FGB
03	Headteacher to disseminate the uniform policy to Governors for input/thoughts and questions with the intention to ratify at next FGB meeting. Clerk to add Uniform Policy as an agenda item for FGB 06.	Head	Summer 2 FGB
04	Headteacher to request office staff update for re-circulation to Governors.	Head	Summer 2 FGB
05	Headteacher to contact LA School Improvement Adviser for availability to attend Autumn 1/2 FGB and share dates with Chair/Clerk and then further with the Governing body.	Head	Summer 2 FGB

## **Future Agenda items**

### Summer 2

- Annual Governance Planner - plan for the 2025/26 academic year
- Future meeting dates for new academic year 2025/26
- Parent Election results
- SDP impact and map progress - \*Standard Agenda item – every other FGB meeting
- Review SEF
- Implementation of the Circle Model of school governance
- Uniform Policy

### Autumn 1 (2025/26)

- SEF and SDP