

# 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 16<sup>th</sup> November 2020 at 7pm – Via Microsoft Teams

**Present:**

<b>Carol Shaw (CSh) – Head</b>	<b>Pam Strowgger (PS)</b>
<b>Babs Nichols (BN) – Chair</b>	<b>Jake Turner (JT)</b>
<b>Tracey Brown (TB)</b>	<b>Kim Robichaud (KB)</b>
<b>Anya Poole (AP)</b>	<b>Katie Vickers (KV)</b>
<b>Beth Walliker (BW)</b>	<b>Stuart Umney (SU)</b>
<b>Richard Tolley (RT)</b>	<b>Helen Birdsall (HB)</b>
<b>Liv Myson (OM)</b>	

**In attendance:** Lorna Lawrence – Clerk

		Action
1.	<p><b>Welcome and apologies for absence.</b></p> <p>BN welcomed everyone to the virtual meeting.</p> <p><u>Decision:</u> Katie Vickers (KV) will be leaving at 8pm</p> <p>The meeting was quorate.</p>	
2.	<p><b>Declarations of Interest.</b></p> <p>There were no new declarations of interest.</p> <p>Standing interests:</p> <ul style="list-style-type: none"><li>• OM is Co-Chair of Friends of Pendragon School</li><li>• HB works as Finance Officer in the school.</li></ul> <p>It was noted that during salary conversations teaching staff may not want to be involved.</p>	
3.	<p><b>Minutes of previous meeting (21/09/20) &amp; Matters arising</b></p> <p>The minutes were accepted as an accurate record.</p> <p>The actions from last meeting were discussed:</p> <p>Action 01/20: Clerk to chase outstanding declarations of interest. <b>All forms now received - closed</b></p> <p>Action 02/20: Clerk to send CSh details of the GIAS website - <b>Closed</b></p> <p>Action 03/20 – Clerk to update the documents and circulate - <b>Closed</b></p>	

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	<p>Action 4/20: All committee chairs to book in dates for their next meetings - <b>Closed</b></p> <p>Action 5/20: OM and JF to email CSh to confirm they have also read safeguarding documentation - <b>Closed</b></p> <p>Action 6/20: Csh to email governors subject leaders list - <b>Close</b></p> <p>Action 7/20: Clerk to chase outstanding paperwork (skills audit) - <b>Closed</b></p> <p>Action 8/20: The chair asked all governors to look at their own and see what training they need to complete. <b>Closed</b></p> <p>Action 9/20: Csh to circulate dates of FGB <b>Closed</b></p> <p>Action 10/20: Recovery plan – the chair will forward the plan once it has been completed by SLT and requests all committee chairs to look at it for next meeting. <b>Closed</b></p> <p>Action 11/20: AP and BN will put together a letter for all staff to re-iterate the governors' appreciation and continuing support during these times. <b>Closed</b></p> <p>Action 12/20: CSh to take this to the SLT (other ways parents could be kept up to date of their childs progress) <b>Closed</b></p>	
<p><b>4.</b></p>	<p><b>Sub-Committee reports</b></p> <p>Finance - the meeting is due to be held on 1<sup>st</sup> December 2020. An area that will be looked at in that meeting will be extra funding that has been given due to Covid.</p> <p>Premises – the committee have met and the minutes were sent today. Any questions to be sent to the chair. An item that will be looked at during the next meeting will be the catering contract. A new oven is needed. It is hoped that the next meeting will be in person to conduct a walk around.</p> <p>Personnel – they met last Thursday and they felt a lot was achieved. Staff wellbeing was the biggest discussion point. They are talking regularly to find out how people are and there has been a lot of work done on it. Some people are coping better than others, they will continue to keep a close eye on the situation. A flexible working request has been received. Csh is talking with EPM to get some advice and then it will be considered. The next meeting is on 9<sup>th</sup> February 2021.</p> <p>Standards – the meeting will be held on 18<sup>th</sup> November and will report back at the next FGB.</p> <p>SENDPP – the notes have been circulated. All credit is to be given to the staff, they are looking after all the children. The next meeting will be booked in. <b>A governor asked if there was potential for staffing problems with bubbles in place.</b> It was noted that staff can't be moved around as easily but it is being managed. If needed the class teacher would cover and share the work between them. They</p>	

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	<p>are doing the best they can. A governor expressed that wellbeing is being considered on a day to day basis and there are attempts to lessen workload.</p> <p>A governor asked what would happen if someone was being very disruptive. It was confirmed that they could bring in someone if they really needed it.</p> <p>Early years – This update is included in the headteachers report. A meeting will be scheduled soon.</p>	
5.	<p><b>Headteachers Report</b></p> <p>The headteachers report was circulated and read by all members prior to the meeting.</p> <p>A governor asked how much installing hand dryers is going to save the school. It was confirmed that they will save £7000 a year. They are the cool ones that are better for bacterial reasons</p> <p>A governor asked about the effect the noise will have. The school have chosen the quietest one available. 3 have been fitted so far, the remaining 4 will be installed by the end of the week. Once they have all been installed there will no longer be paper towels in the toilet areas.</p> <p>A governor asked how money received for Covid will be spent. The last update was they were going to receive £80 a child in 3 instalments. All the data is to be looked at to decide the best way to spend it. Examples are on the National Tuition Programme and resources such as equipment to improve foundations gross motor skills.</p> <p>A governor asked if the money was ring-fenced and had to be spent in a specific way. The school has to justify how they spend it, there has to be a plan in place.</p> <p>A governor asked if it will be a separate line on the budget. Yes, it will be.</p> <p>A governor asked if the spending plan will be ready for the finance meeting. An etched plan will be ready. They have 2 years to spend the money. They are on track with other schools.</p> <p>A governor asked if it will have to be published. This hasn't been confirmed yet but it has to be logged.</p> <p>A governor asked about the bullying incidents and whether they were three separate incidents. It was confirmed by CSh that there were two one off incidents and one ongoing. An anti-bullying buddy has been put in place and this seems to be helping.</p>	

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	<p><b>A governor asked for more detail on the racial/homophobic incident.</b> CSh explained that it was in KS1 – year one and they had remarked that they didn't want to play because... The incident has been dealt with.</p> <p><b>A governor asked how the Early Years framework was different and if the curriculum had changed.</b> CSh explained that she will have to come back with more detail.</p> <p><b>A governor asked why they decided to do it now.</b> It was the Early Years teams' decision. They wanted to be involved with it from the beginning. They will have had 2 years to get ready.</p> <p>Questions were sent to the Headteacher prior to the meeting and answers were circulated.</p> <p>The new format for parents evening has taken place and feedback has been very good.</p> <p><b>A governor asked if any parents had been disengaged with the video meeting.</b> Phone calls have been put in place for anybody that couldn't or didn't want to use Teams.</p> <p><b>A governor asked if the teachers are following up with anyone that doesn't attend.</b> It was confirmed that they are.</p> <p>An attendance summary document was circulated prior to the meeting.</p> <p><b>A governor asked if the attendance figures included children isolating.</b> It was confirmed that they included everything. Children isolating were coded with an x code.</p> <p><b>A governor stated that they would like to keep an eye on year 5 and 6s attendance.</b></p> <p><b>A governor asked if a child is self-isolating due to going on a holiday to a country that you have to quarantine from is it classed as unauthorised.</b> It was confirmed that the quarantine period would be classed as authorised as it's the Government's directions.</p>	
6.	<b>Salary Review</b>  <b>Subject to confidential minutes</b>	
7.	<b>Safeguarding</b>	

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	<p>An email was sent out prior to the meeting about the safeguarding audit. They found one DBS number that didn't have a date next to it. KR said the CSh was brilliant at the meeting and could address everything.</p> <p>From a governors perspective the single central record is something that needs to be continually reviewed. There have been previous issues that have been addressed. The checklist needs to be updated so that anyone can use it. KR is confident that it is now being prioritised and will update after Christmas.</p> <p>There is no site safety policy and this will be taken to the premises committee.</p>	
8.	<p><b>Data Review</b></p> <p>Due to current circumstances this item is being carried over to the next FGB.</p>	
9.	<p><b>Governor link roles and possible visit schedule</b></p> <p>It was confirmed that everyone knows what their link role is. The chair has asked everyone looks into their subject area and read about their subject. The chair asked the governors not to email staff at the moment and will email the long term plans individually.</p>	
10.	<p><b>Recruitment Training</b></p> <p>In the personnel committee they reviewed the recruitment policy and agreed to it. The one point in it was around the panel and whether more members need to undertake general recruitment and equality training.</p> <p>A governor questioned whether they did as long as one person on the panel had the training and the Headteacher has had the training.</p> <p>Previously OFSTED had asked which governors had the Safer Recruitment training. During the discussion it was mentioned that if people were interested in being on the panel that maybe they could have the training.</p> <p>A governor stated that it does raise the standard of the panel.</p> <p><b>Agreement - If people wish to sit on the panel it is preferable to have completed the safer recruitment training and that 2 members of the panel should have completed it.</b></p>	
11.	<p><b>Any other business</b></p> <p>The chair has sent out an email on the OFSTED report and prep work needs to be started again.</p>	

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	<p>A governor questioned asked if they were going back to holding full OFSTED inspections next year. It was confirmed that they are planning on starting again in spring. The Headteacher sent out an email last week with the webinar on.</p> <p><b>ACTION 1/21 – Jake Turner to complete website audit</b></p> <p>A discussion was held about giving the staff a well-being day. The FGB are in favour of this. HB needs to cost it. CSh confirmed they wouldn't be able to cover it internally this year but could potentially do this in future years. The decision has been deferred to the finance committee once costings have been worked out.</p> <p>The Headteacher and assistant Headteacher left the room. What was discussed is subject to confidential minutes (2)</p>	<p><b>JT</b></p>
<p><b>12.</b></p>	<p><b>Date of next meeting</b></p> <p>25<sup>th</sup> January 2021 7pm (via Microsoft Teams)</p>	
<p><b>13.</b></p>	<p><b>Meeting Review</b></p> <p><u>Items to be carried forward/not discussed</u> None</p> <p><u>Actions to be addressed before next meeting</u> See actions highlighted in minutes</p> <p><u>Impact</u></p>	

The meeting closed at 21:35