

# 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 23<sup>rd</sup> June 2025 at 3.00pm at Pendragon School

**Present:**                    **Emily Samuels (ES) – Head**                    **Rob Murray (RM)**  
                                 **Tom Pinnock (TP) – Chair**                    **Judy Ross (JR)**  
                                 **Annika Bennett (AB) – Vice Chair**                    **Natalie Willmore (NW) (*joined at 3.15pm*)**  
                                 **Tracey Brown (TB)**

**Apologies:**                    **Tim Wong (TW)**  
                                 **Senthil Natesan (SN)**

**Not in attendance:** **Katherine Gravett (KG)**

**In attendance:**                    **Charlene Monk CM (Clerk) – Clerk**  
                                 **Helen Parsons (HP) – Associate Deputy Head Teacher (DHT) (*joined at 3.19pm*)**  
                                 **Anna Caroe (AC) Local Authority Area Lead Governance Adviser**

Questions	Green italics
Decisions	Blue bold
Actions	Red

		Action owner
1.	<b>Welcome and apologies for absence.</b> The Chair (TP) welcomed all and guest Anna Caroe (AC), Local Authority Area Lead Governance Adviser to the meeting and thanked everyone for attending.  Apologies were received in advance of the meeting from Senthil Natesan (SN) and Tim Wong (TW). Katherine Gravett (KG) was not in attendance.  The meeting was quorate.	
2.	<b>Declaration of interest to items on this agenda</b> None.	

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<b>3.</b>	<p><b>Minutes, of previous FGB meeting (28<sup>th</sup> April 2025 to include Confidential Extra Ordinary 21<sup>st</sup> May 2025) minutes &amp; Matters arising and review of open actions.</b></p> <p>The minutes from 28<sup>th</sup> April 2025 and 21<sup>st</sup> May 2025 were accepted as an accurate record.</p> <p>The open actions were discussed and reviewed.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 60%;">Action</th> <th style="width: 15%;">Owner</th> <th style="width: 20%;">Timescale</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Actions from meeting 25<sup>th</sup> November 2024</b></td> </tr> <tr> <td style="text-align: center;">12.3</td> <td>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> 23.06.2025 – <i>Ongoing – to be raised with trainer during updated training taking place in September 2025</i></td> <td style="text-align: center;">Head</td> <td style="text-align: center;">Summer 1 FGB</td> </tr> <tr> <td colspan="4"><b>Actions from meeting 3<sup>rd</sup> February 2025</b></td> </tr> <tr> <td style="text-align: center;">10.2</td> <td>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> 23.06.2025 – <i>Complete</i></td> <td style="text-align: center;">TP</td> <td style="text-align: center;">Summer 2 FGB</td> </tr> </tbody> </table>	No.	Action	Owner	Timescale	<b>Actions from meeting 25<sup>th</sup> November 2024</b>				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> 23.06.2025 – <i>Ongoing – to be raised with trainer during updated training taking place in September 2025</i>	Head	Summer 1 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> 23.06.2025 – <i>Complete</i>	TP	Summer 2 FGB	
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<b>4.</b>	<p><b>Anna Caroe (AC), Local Authority Area Lead Governance Advisor</b>                  AC was invited to attend the meeting to provide advice and support around models of Governance and recruitment of Governors.</p> <p>AC explained the benefits of the circle model of Governance in detail to the governing body.                  The benefits of the Circle model were summarised as follows: -</p> <ul style="list-style-type: none"> <li>• The circle model is an effective model of Governance for smaller governing bodies.</li> <li>• The agendas are focused and consolidated.</li> <li>• All governors are informed collectively with no duplications of effort /information resulting in effective FGBs.</li> <li>• Working groups can be set up, consisting of 2-3 Governors, providing focused efforts/specific working with the headteacher for dissemination to the Governing body.</li> <li>• Reduced admin burden (no Committee meetings)</li> <li>• Less meetings for Governors to attend (adding 2 additional FGBs and removing Committee meetings).</li> </ul>																					

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	<ul style="list-style-type: none"> <li>School visits can be scheduled before FGB to tie into monitoring with focus.</li> </ul> <p>Considerations of the circle model of Governance were discussed in detail. Governors raised concerns, however felt the benefits outweighed.</p> <p>AC recommended adopting the Circle Model with the understanding of reviewing Summer 1 2026 with a structure of eight (8) FGB meetings, 2-3 out of the 8 meetings virtual.</p> <p>The Chair proposed adopting the Circle Model of Governance with the intention of implementing the Circle at the end of the summer term 2025.  <b>As a result, all Governors collectively agreed, with a show of hands, to adopt the Circle Model of Governance.</b>  <b>Action01: AC to work with TP and headteacher to set up a schedule and cycle of Governor Meetings Over a Year for the Circle Model of Governance.</b></p> <p>The Chair thanks AC for her advice and support.</p>	<p><b>AC/TP/                  Headteacher                  /Clerk</b></p>
<p><b>5.</b>  <b>5.1</b>   <b>5.2</b></p>	<p><b>Governor Business</b></p> <p><b>Resignations/vacancies of the Governing body and recruitment</b>                  The Chair (TP) informed the Governing body that a Governor resignation had been received from Tim Wong (due to personal circumstances).</p> <p><b>Parent Elections</b>                  The governing body currently has (2) Co-opted Governor and two (2) Parent Governor vacancies.                  As noted at the last FGB, held on 28<sup>th</sup> April 2025, three (3) Parent Governor application forms had been received by the Chair showing an interested in the parent Governor vacancies and all Governors collectively agreed to undertake Parent Governor elections. The elections will take place this term, from 27<sup>th</sup> June to 3<sup>rd</sup> July 2025 inclusive, via an online form and as outlined in the LA policy.</p> <p><b>A governor asked if the constitution of the Governing body could be changes/reduced from the existing 14?</b>                  Yes, AC confirmed that the constitution of the governing body could be changed/reduced.                  Reconstitution guidance notes are available on GovernorHub.                  AC outlined that the process consists of drawing up a proposal of the new structure for all Governors to vote during an Extra Ordinary FGB meeting. The approved minutes would then be sent to AC to produce a new and updated instrument of government.</p>	

Signed by Chair ..... Date .....

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	<p>Governors discussed and considered reducing the constitution of the governing board from 14 to 12 Governors, by two Co-opted Governor positions, based on many factors including, school's falling role, recruitment challenges and a need for downsizing and efficiency.</p> <p>The Chair (TP) proposed reducing the constitution of the governing board from 14 to 12 Governors with new the constitution in place for September 2025/Autumn 1.</p> <p><b>As a result, all Governors collectively agreed, with a show of hands, to reduce the constitution of the governing board from 14 to 12 Governors.</b></p> <p>Action02: Chair (TP) to create a business case, for reducing the reconstitution from 14 to 12 Governors.</p> <p>Action03: Governing body to conduct an Extra Ordinary FGB (virtually), single item meeting, during Summer 2, and Clerk to send a team's link to all once date has been confirmed.</p> <p>Action04: Once the new constitution has been ratified by the governing body Clerk to send approved minutes to AC for AC to produce a new and updated instrument of government.</p> <p>Governors raised concerns around the representation of the governing body, with most Governors consisting of Parent Governors and noted the balance of parent and non-parent governors forming the board should be continually reviewed to ensure balance.</p> <p><b>Governors agreed to review once parent governor elections are complete.</b></p> <p><b>5.3 Annual Impact Statement (2024/25)</b>                  AC explained that the Annual Impact Statement acts as a useful tool for governors.                  The statement can consist of reflection points, and summarised collated impact statements from FGB and Committee meetings.                  Action05: Chair of Committees (CoC) and Chair (TP) to collaborate impact with a view to discussed at Autumn 1 FGB.                  Action06: Clerk to add annual impact statement (2024/25) as an agenda item for Autumn 1 FGB.</p> <p><b>Appointment of Vice Chair for academic year 25-26</b>                  The Vice-Chair (AB) resigned from her post as Vice Chair, whilst remaining in her Co-opted Governor role, during the meeting with immediate effect. It had previously been agreed by the governing body to conduct elections for Chair and V-Chair at Autumn 1 FGB.</p>	<p><b>TP</b></p> <p><b>All/Clerk</b></p> <p><b>Clerk/AC</b></p> <p><b>CoC</b></p> <p><b>Clerk</b></p>
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	<p>However, as a direct result of the Vice-Chair's immediate resignation the Chair proceeded to asked if any Governors present were interested in the role as Vice-Chair.</p> <p>JR self-nominated and there were no further nominations. The clerk then undertook the process for the election. All Governors agreed with a show of hands.</p> <p><b>Governors unanimously appointed Judy Ross (JR) as Vice-chair of Governors.</b></p> <p><b>Action07: Clerk to update GovernorHub regarding JR V-Chair appointment.</b></p> <p>The Chair, TP conveyed his interest in continuing as Chair for one academic year (2025/26).</p> <p><b>Governors agreed to discuss at Autum 1 FGB Chair succession planning with the aim of agreeing a governor to shadow the chair, 2025/26 academic year, and attend relevant training in advance of self-nominating for the role, 2026/27.</b></p>	<p><b>Clerk</b></p>
<p><b>6.</b> <b>6.1</b></p> <p><b>6.2</b></p>	<p><b>Governor Monitoring and Development</b></p> <p><b>Governor training/briefings</b></p> <ul style="list-style-type: none"> <li>• JR attended the New to Governance Induction on 20<sup>th</sup> May 2025, Schools Funding, Budgeting and Financial Monitoring on 20<sup>th</sup> May 2025, and Safeguarding a Governors Role on 17<sup>th</sup> June 2025.</li> <li>• The headteacher attended Headteacher briefings and shared information with staff as applicable.</li> <li>• AC reminded governors that work life training if applicable can be manually added to training profiles in GovernorHub.</li> <li>• AB, SN and KG will be conducting the Headteacher's Performance Management Review on 10<sup>th</sup> July 2025.</li> </ul> <p>AC encouraged all Governors to view the Local Authority training subscription package 2025/26, including a video and guidance.</p> <p><b>Governor Link Role Allocations</b></p> <p>The Chair (TP) asked if any Governors present were interested in the role of Safeguarding Link Governor for the new academic year, and to shadow the July safeguarding meeting, to provide a consistent handover. Governor, JR agreed to take on the role of Safeguarding Link Governor for the new academic year.</p> <p>Noted for succession planning that a (Outdoor Play and Learning) OPAL /Play Link Governor role will need to be assigned for the new academic year due to the current Governor's end of term.</p> <p>AC suggested that opposed to allocating Subject link Governors a thematic approach, assigning Thematic Link Governors, should be considered in line with the School Development Plan (SDP) objectives, strategy, and areas of focus.</p>	

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<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>A Thematic Link Governor allocation involves assigning specific areas of a school's operations to individual governors for focused oversight and reporting to the full governing body. This ensures a broad range of expertise and provides regular updates on key areas of school life. Common thematic areas include safeguarding and SEND, among others.</p> <p><b>Based on this consideration Governors decided and agreed, after a brief discussion to adopt a thematic approach, to be covered as part of Autumn 1.</b></p> <p>The headteacher stated the key strategic areas of focus for 2025/26 should be as follows: -</p> <ul style="list-style-type: none"> <li>• Writing – to refine and ensure leaders work on progression.</li> <li>• Grammar (Key Stage 2) – ensure ready development.</li> <li>• National curriculums offer for foundation subjects (history and geography) – to refine and ensure the curriculum is not too broad.</li> <li>• Reading, writing and maths (combined) Year 6 – to ensure attainment is more in line with national average.</li> </ul> <p><b>Governor Visit Schedule</b>                  To be discussed at Autumn 1.</p> <p><b>Monitoring Visits</b></p> <ul style="list-style-type: none"> <li>• AB conducted a MFL Link Governor monitoring visits this term.</li> <li>• AB undertook monitoring of personnel processes and policies within the school, including the induction procedure, reporting that the policy had been followed for with no concerns.</li> <li>• TB informed all of the successful OPAL visit result of 93%.</li> </ul> <p><b>Annual Governance Planner 2025/26</b>                  To be discussed at Autumn 1.</p>	
<p>7.</p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• The Safeguarding Link Governor (TP) had met with the Headteacher whereby safeguarding matters were discussed.</li> <li>• The headteacher confirmed that the safeguarding annual report is complete.</li> <li>• An action from the safeguarding report is for the headteacher to ensure follow up training of volunteers, providing regular training updates and termly check-ins.</li> </ul>	
<p>8.</p> <p>8.1</p>	<p><b>Health and Safety (H&amp;S)</b>  <b>School Fence Update</b></p> <p>The final quote, which was the cheapest, from a regular school contractor, has been agreed in principle by the Local Authority (LA) however the</p>	

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	<p>school is currently awaiting final approval from the LA School Financial Adviser due to a change in financial lead.</p>	
<p><b>9.0</b></p>	<p><b>Committee Updates</b>                  Curriculum and Standards Committee (C&amp;S)                  The Chair of C&amp;S Committee, (TB) informed all that the last meeting was postponed, and a new date is being scheduled.</p> <p>People and Finance Committee (P&amp;F)                  The Chair of P&amp;F Committee (AB) informed all that the last meeting took place on 21<sup>st</sup> May 2025 and provided a summary of key topics: -</p> <ul style="list-style-type: none"> <li>• Discussed staffing absence and appraisal reviews.</li> <li>• Discussed administration fees for joining pre-school and agreed to raise pre-school prices in line with costs.</li> <li>• Discussed results of the staff survey.</li> </ul> <p>HT Appraisal Review Committee (HTAR)                  AB informed all that an informal HT Appraisal review took place on 3<sup>rd</sup> June 2025 with an additional meeting scheduled for 10<sup>th</sup> July 2025.                  As Governor AB term of office is due to end, another panel member is required for the HTAR Committee.</p> <p><b>Action08: The HTAR Committee to contact LA School Adviser (SB) to schedule Headteacher appraisal meeting for September 2025.</b></p>	<p><b>HTAR Committee</b></p>
<p><b>9.1</b></p>	<p><b>Committee Structures and terms of reference</b>                  As the Governing body have agreed to adopt the Circle Model of Governance for 2025/26 Committees are no longer relevant/required.</p>	
<p><b>10.</b> <b>10.1</b></p>	<p><b>Policies for review</b>  <b>Uniform Policy</b>                  The uniform Policy was uploaded to GovernorHub prior to the meeting and all Governors were asked to read the policy before the meeting.                  Governor comments followed:</p> <ul style="list-style-type: none"> <li>• Governors requested for pictures of distinctive styles of school shoes to be included within the policy.</li> <li>• Governors suggested more clarification of trainer colour to be included within the policy.</li> <li>• Governors noted that the policy states that the schools Uniform Supplier tenders every 5 years, however the headteacher confirmed that a tender had not taken place in the last 5 years.</li> <li>• A Governor challenged the wearing of hoodies due to health and safety.</li> </ul> <p><b>Action09: Headteacher to amend the uniform policy as per comments raised by the governors.</b>  <b>Action10: Headteacher to seek clarification from Health and Safety regarding the wearing of hoodies.</b></p>	<p><b>Headteacher</b>  <b>Headteacher</b></p>

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	<p><b>Governors approved the Uniform Policy based on the minor amendments noted.</b></p> <p><b>Adverse Weather Policy</b>                  Following approval at the FGB held 17<sup>th</sup> March 2025 the Headteacher informed all that a paragraph had been added within the Adverse Weather policy to cover extreme high temperatures.</p> <p><b>Behaviour Policy</b>  <b>Action11: The Safeguarding Link Governor and the Chair will continue to develop the behaviour policy ready for it to be shared and ratified at the next FGB</b></p>	
<p>11.</p>	<p><b>Head teacher’s report (Verbal)</b>                  The headteacher informed all that some items for discussion within the verbal headteacher report had already been covered under separate agenda items during the meeting.                  Governors were specifically made aware of: -</p> <ul style="list-style-type: none"> <li>• The transition of an internal staff member from Office to Finance role is complete, with the School Business Manager, (PD) now in post.</li> <li>• That the redundancy process provided flexibility and a healthier budget position for the school.</li> <li>• Staff appraisals have been undertaken and the headteacher has supported staff this half term by providing 1:1 meeting’s following results of the staff survey.</li> <li>• Many Local authority advisers have visited the school this term, EYFS, Maths and School Improvement Adviser</li> <li>• The headteacher and NW attended Safeguarding Domestic Abuse training and found the training extremely useful within the (Designated Safeguarding Lead) DSL role.</li> <li>• CPD (Continuing Professional Development) will be an area of focus for summer term and Autumn 1</li> <li>• An attendance update will form part of the Headteacher report Autumn 1.</li> <li>• A directed hours calendar will be created for the new academic year.</li> <li>• Subject leadership language is adopting new terminology, with Subject co-ordination referring to the process of ensuring a cohesive and consistent approach to teaching and learning across a particular subject area, often within a school or educational institution.</li> <li>• The headteacher and DHT will be collating an annual safeguarding update schedule for all staff and governors, adopting a proactive approach.</li> <li>• A review of school trip risk assessment and training to be conducted in September.</li> </ul>	



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13.1	<p>The SFM is currently working on budget and will provide an update Autumn 1.</p> <p><b>PE and Sports Premium Impact Report for 24/25</b>  <b>Action14: Chair (TP) and Headteacher to complete PE and Sports Premium report by 31 July 2025.</b></p>	<b>Chair/ Headteacher</b>																											
14.	<p><b>Planning – Strategic Direction</b>                  These were discussed and reviewed prior to the FGB as part of the working group.</p> <p><b>14.1 Reports</b>                  Deferred – to be covered as part SDP Autumn 1</p> <p><b>14.2 SEF</b>                  Deferred – to be covered as part SEF Autumn 1                  Development of SEF is key then SDP.</p> <p><b>14.3 SDP</b>                  Deferred – to be covered as part SDP Autumn 1</p>																												
15.1	<p><b>Dates of future meetings</b>  <b>Approve and discuss dates for new academic year 2025/26.</b>  <b>All Governors collectively agreed, due to adopting the Circle Model of Governance for 25/26 academic year, to schedule 8 FGBs, 3 FGBs during Autumn term, 2 FGBs during Spring term and 3 FGBs during summer term,</b></p> <p><b>30 minutes before 2025/26 FGB meetings to cover bitesize training sessions.</b>                  Dates of meetings 2025/26 Academic year</p> <table border="1" data-bbox="204 1608 1264 1998"> <thead> <tr> <th>Term</th> <th>Date and time</th> <th>Virtual or F2F</th> </tr> </thead> <tbody> <tr> <td>Autumn 1</td> <td>Monday 8<sup>th</sup> September 2025 5.30pm</td> <td>F2F</td> </tr> <tr> <td>Autumn 2</td> <td>Monday 3<sup>rd</sup> November 2025 5.30pm</td> <td>F2F</td> </tr> <tr> <td>Autumn 3</td> <td>Monday 8<sup>th</sup> December 2025 5.30pm</td> <td>Virtual</td> </tr> <tr> <td>Spring 1</td> <td>Monday 26<sup>th</sup> January 2026 5.30pm</td> <td>F2F</td> </tr> <tr> <td>Spring 2</td> <td>Monday 16<sup>th</sup> March 2026 5.30pm</td> <td>F2F</td> </tr> <tr> <td>Summer 1(Budget)</td> <td>Monday 20<sup>th</sup> April 2026 5.30pm</td> <td>Virtual</td> </tr> <tr> <td>Summer 2</td> <td>Monday 18<sup>th</sup> May 2026 5.30pm</td> <td>F2F</td> </tr> <tr> <td>Summer 3</td> <td>Monday 29<sup>th</sup> June 2026 5.30pm</td> <td>F2F</td> </tr> </tbody> </table>	Term	Date and time	Virtual or F2F	Autumn 1	Monday 8 <sup>th</sup> September 2025 5.30pm	F2F	Autumn 2	Monday 3 <sup>rd</sup> November 2025 5.30pm	F2F	Autumn 3	Monday 8 <sup>th</sup> December 2025 5.30pm	Virtual	Spring 1	Monday 26 <sup>th</sup> January 2026 5.30pm	F2F	Spring 2	Monday 16 <sup>th</sup> March 2026 5.30pm	F2F	Summer 1(Budget)	Monday 20 <sup>th</sup> April 2026 5.30pm	Virtual	Summer 2	Monday 18 <sup>th</sup> May 2026 5.30pm	F2F	Summer 3	Monday 29 <sup>th</sup> June 2026 5.30pm	F2F	
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16.	<b>Consider impact of meeting.</b>																												

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	<ul style="list-style-type: none"> <li>• Guest LA Governance Adviser provided comprehensive guidance and greater understanding of the circular model of Governance.</li> <li>• The Governing body successfully elected a new Vice-Chair of Governors</li> <li>• Strategy confirmed for the recruitment of new governors and reduction of constitution of the Governing body agreed.</li> <li>• The staff survey report was analysed and discussed with clear next steps highlighted.</li> <li>• Future structure of FGB dates 2025/26 confirmed.</li> <li>• Uniform policy ratified.</li> <li>• Updated Headteacher report provided.</li> <li>• Key priorities of school outlined with three (3) key focused areas of development.</li> <li>• Agreed to adopt and assign Thematic Link Governors for 25/26, in line with the School Development Plan (SDP) objectives, strategy and areas of focus.</li> </ul>	
<p>17.</p>	<p><b>AOB</b>  <b>HT Appraisal Review Committee</b>                  AB, agreed to remain on the governing body as Co-opt Governor until the end of September 2025 to provide consistency.</p> <p><b>Governor absence</b>                  The Headteacher and Chair (TP) stated that the guidance around governor absence is conflicting.                  AC, confirmed that:</p> <ul style="list-style-type: none"> <li>• The Governing body does not have to accept governor apologies.</li> <li>• It is recommended that the Chair meets with Governor to discuss absence.</li> <li>• A governor is removed from the governing body if absent for 6 months.</li> <li>• The Governor document outlines Governor expectations.</li> </ul> <p>Action14: Chair to recirculate the Governor document to the governing body, with redraft and review of the document during Autumn 1.  <b>The Chair agreed to arrange to meet with any governor who is persistently absent to discuss any support required for them to fulfil their role and attend meetings.</b></p> <p><b>Appreciation of Thanks</b>                  The Chair thanked AC, for attending the meeting.</p> <p>On behalf of the Governing body, the Chair thanked AB and TB for their support and dedication, and all Governors for their continued contribution for this academic year.</p>	

The meeting closed at 5.18pm.

Signed by Chair ..... Date .....

# 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 23<sup>rd</sup> June 2025 at 3.00pm at Pendragon School

### Action Log

No.	Action	Owner	Timescale
<b>Actions from meeting 25<sup>th</sup> November 2024</b>			
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> . 23.06.2025 – <i>Ongoing – to be raised with trainer during updated/refresh training taking place in September 2025</i>	Head	Summer 1 FGB
<b>Actions from today's meeting 23<sup>rd</sup> June 2025</b>			
4.0	AC to work with TP and headteacher to set up a schedule and cycle of Governor Meetings Over a Year for the Circle Model of Governance.	AC/TP/Head	Autumn 1 FGB
5.2	Chair (TP) to create a business case, for reducing the reconstitution from 14 to 12 Governors.	TP	Summer 2
5.2	Governing body to conduct an Extra Ordinary FGB (virtually), single item meeting, during Summer 2, and Clerk to send a team's link to all once date has been confirmed.	All	Summer 2
5.2	Once the new constitution has been ratified by the governing body Clerk to send approved minutes to AC for AC to produce a new and updated instrument of government	Clerk	Summer 2
5.3	Chair of Committees (CoC) and Chair (TP) to collaborate impact with a view to discussed at Autumn 1 FGB.	CoC & TP	Autumn 1 FGB
5.3	Clerk to add annual impact statement (2024/25) as an agenda item for Autumn 1 FGB.	Clerk	Autumn 1 FGB
5.3	Clerk to update GovernorHub regarding JR V-Chair appointment	Clerk	Summer 2
9.0	The HTAR Committee to contact LA School Adviser (SB) to schedule Headteacher appraisal meeting for September 2025.	HTARC	Summer 2
10.1	Headteacher to amend the uniform policy as per comments raised by the governors.	Head	Summer 2

Signed by Chair ..... Date .....

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10.1	Headteacher to seek clarification from Health and Safety regarding the wearing of hoodies.	Head	Autumn 1 FGB
10.0	The Safeguarding Link Governor (JR) and the Chair will continue to develop the behaviour policy ready for it to be shared and ratified at the next FGB	JR & Chair	Autumn 1 FGB
12.0	Headteacher to highlight, direct and support staff, with completing staff surveys for effectiveness.	Head	Autumn 1 FGB
12.0	Chair (TP) to include summary/behaviour spotlight for inclusion in the school newsletter	Chair	Summer 2
13.0	Chair (TP) and Headteacher to complete PE and Sports Premium report by 31 July 2025.	Chair & Head	Summer 2

## **Future Agenda items**

### Autumn 1(2025/26)

- Annual Governance Planner - plan for the 2025/26 academic year
- Chair Succession Planning
- Parent Election results
- Thematic Link Governor allocation (special responsibilities)
- Governor Visit Schedule
- SEF and SDP - impact and map progress
- Survey review – timings.
- Behaviour