

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 at Pendragon Community Primary School on Monday 18 November 2019 at 7.00pm

Present:

Carol Shaw (CSh) – Head
Babs Nichols (BN) – Chair
Tracey Brown (TB)
Anya Poole (AP)
Beth Walliker (BW)
Richard Tolley (RT)
Olivia Myson (OM)

Pam Strowgger (PS)
Stuart Umney (SU)
Helen Birdsall (HB)
James Fletcher (JF)
Kim Robichaud (KB),
Jake Turner (JT))

In attendance:

Janine Prosser – Clerk

		Action
1.	<p>Welcome and apologies for absence.</p> <p>BN welcomed everyone to the meeting.</p> <p><u>Decision:</u> Apologies were received and accepted from Katie Vickers (KV)</p> <p>PS and CSh advised they would be late.</p> <p>The meeting was quorate.</p>	
2.	<p>Declarations of Interest.</p> <p>There were no new declarations of interest.</p> <p>Standing interests:</p> <ul style="list-style-type: none">• OM is Co-Chair of Friends of Pendragon School• HB works as Finance Officer in the school.	
3.	<p>Minutes and matters arising from the last Full Governing Body meeting (23/919).</p> <p><u>Decision:</u> The minutes were agreed as a true record and signed by the Chair.</p> <p>Matters arising:</p> <ul style="list-style-type: none">• 1/19 – Declarations of interest required from OM and JT - these were completed at the meeting.• 02/19 – AP sent BN a list of personnel policies• 03/19 – The Standing orders and Code of Conduct have been updated• 4/19 - the clerk is getting the newsletter. Clerk to email Sally Shipp to check RT is added to the list to receive the newsletter.• 6/19 – Notification process for the LADO – this item will be carried forward.	

Signed by Chair of Governors *[Signature]* Date *27/11/20*

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	<ul style="list-style-type: none">7/19 – OM and JT confirmed they have read part one of KCSIE 2019 <p>All other actions are either complete or on today's agenda.</p> <p><i>PS entered at 19.08</i></p>	
4.	<p>Committee Reports</p> <ul style="list-style-type: none">Finance – SU reported the committee have met and SU has been re-elected as Chair. The new SFVS tool was reviewed at the meeting. Pupil premium funding (JF and PS to lead) and sports premium (RT to lead) will be reviewed along with the budget in March.Premises (incl. H&S) – The committee is due to meet on 25th November 2019. There is a current issue with the Fire Alarm that CSh is dealing with. There was a power surge on Sunday which has blown the system. It is being battery run over night which means the insurance is still valid.Personnel – AP reported the Pay Policy has been reviewed along with other Personnel policies. The Complaints Policy was also reviewed. A new Level 2 TA has been appointed. The next meeting is 12 February 2020.Salary – the committee has met and all recommended awards were granted. There were no appeals from the previous meeting (2018). <p><i>CSh entered at 19.13</i></p> <ul style="list-style-type: none">Standards (including SEND/PP) – The minutes have been circulated.Early Years – CSh reported the committee have met and the minutes will follow. There was positive feedback from visits. The committee reviewed the new Ofsted Framework and is looking at the difference between setting guidance and school guidance. This will be fed into the SEF via the management reports that come to the committee. The preschool are forecasting a £10k profit.	
5.	<p>Head Teacher Update</p> <p>CSh provided a report prior to the meeting. The following points were raised:</p> <ul style="list-style-type: none">A new report format is being trialled following the introduction of the new framework.SEN is now covered in Quality of Education.The annual safeguarding report has been shared with the governors and sent to the LA. This will be a standing item on the head teacher reports and KR will remain the link for this (see Visits below)Behaviour and attitudes – this shows records of children who have been through Reflection (53 children).Cultural capital – an article has been circulated to help understanding on this. This will be discussed further by SLT and brought back to governors.	

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- The Freedom of information request was from the unions.

360 review of children

TB advised a 360 review is a way of tracking one child and seeing the interventions across the child. Sue Arnold is completing training sessions on this with staff this year. One will be for coaching and the SLT have also worked with her.

This involves looking at the child and their targets, then visiting the classroom to establish what the child has in the classroom to assist with this and asking questions such as:

- Do they work independently?
- Do comments in the books relate to targets?
- Is there evidence in relation to target and progress?

There is also a section on pupil voice around the target and how they perceive it, including the work they are completing on it at home.

A whole school next steps is also added for recurring themes. There is now a move towards putting green stickers in books to highlight the targets.

MIPS

There have been two meetings which HB advised have been successful. A questionnaire was completed at the last week of term and the areas which had previously been highlighted as issues had seen a marked improvements. Where there were still areas to address, these seemed to focus on "consistency" and the teams went back for further clarification for this. All classes now have SEN file so anyone who works in the class can be aware of needs within it. The Orange Triangles now have specific approaches for individual children. The catch up (yellow) books are now available in the classrooms. The next theme for the next MIPS will be ways of sharing information to help children in January.

Challenge and Discussion

- **A governor asked whether there are 53 different children visiting reflection**
There are some repeat visitors.
- **A governor asked whether the reflection approach is more restorative**
This is having an impact and helping to prepare the children for secondary school.
- **A governor asked whether a parent is advised if their child has gone into reflection**
This depends on the incident. The class teacher will get a report.
- **A governor asked if there is a greater number of KS2 children in reflection**

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	<p>There is a mix between the Key Stages.</p> <ul style="list-style-type: none"> • A governor asked if Happy/Sad club ties in with reflection This can do for ongoing issues. • A governor asked about the link to cultural capital and pupil premium. This will be one of the areas of review that will go into the SEF. • A governor noted the school's work on aspirational week will feed into this. • A governor asked whether the racial incident was by a child. This was a child, • A governor asked whether the 360 children are the Achievement for All cohort. These are for Achievement for All, Pupil Premium and SEND groups. • A governor asked if there are any relevant meetings with Sue Arnold that link SEN and Pupil Premium governors could attend. TB will advise link governors of appropriate meeting dates. • AP asked if she can be involved when MIPS look at wellbeing. AP will be invited and any further engagement via wellbeing should be done via MIPS going forward. <p>8/19 - ACTION: Cultural capital to be discussed at the next meeting</p>	Clerk/TB
6.	<p>Website Review</p> <p>JT completed a compliance review of the website.</p> <ul style="list-style-type: none"> • The majority of information was on there. • There were some minor points for improvement which have already been rectified. • JT will update the RAG rating for the audit following the additions and upload both reports to the SharePoint. <p><u>Challenge and Discussion</u></p> <ul style="list-style-type: none"> • Governors noted that the translation option is available but Cookies need to be accepted. • A governor asked if there was a way to make the website more mobile friendly. This is done via E-schools. CSh will ask about this via the ICT service. <p>9/19 – ACTION: JT to upload both website audit reports to the SharePoint. 10/19 – ACTION: CSH to ask ICT service about the mobile access for the website.</p>	JT CSh
7	<p>Ofsted Preparation</p> <p>TB fed back on the LA visit from Ofsted for SENCO, which was generally positive. A key action list was created including:</p>	

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- Pulling the whole learning journey over three years for PP and SEND children. This will assist with the move to three year strategy for Pupil Premium children
- Looking at how the provisions are evaluated and shared with governors – to work with PS on this.
- To use the 360 approach for all the year groups (as above).
- A Venn diagram is being used for all the different groups as this clearly shows the overlap.
- The Goals/Target/Action cards will be used for all children, not just specific groups for the reports. These will be stuck into the back of their books. This is still evolving.

Challenge and Discussion

- **A governor asked whether the targets will be generic of individual**
These will be individual.
- **A governor asked what is the closure for the targets**
These may need to be reviewed as goals rather than target. However if all aspects are met, a new one will be set.
- **A governor asked if these will be linked to hot and cold tasks**
These are different but there will be overlap.
- Governors noted if targets were changed then parents should be advised.
- Governors noted that the changes to reports will have a positive impact on teacher workload.

BN fed back on her Governance pre-Ofsted visit. The report will be sent in a few weeks. Actions include:

- Terms of reference from each subcommittee to be loaded on the website once agreed.
- Governor information on the website – clerk to update the website going forward.
- Safeguarding audit – this is to be referenced in the minutes (see below).
- The anti – bullying policy to be on the website – this was being rewritten and is now on the website. Premises to review this.
- Associate governors are to be renamed associate members.
- The last self-evaluation was completed two years ago. The governing body can determine the frequency of this. Clerk to obtain relevant guidance note.
- Peer to peer review – this is not something that governors feel is necessary at present.
- Feedback on the subcommittee minutes was positive, especially how they linked to RAP.
- Impact statement to be added at the end of each minutes. This is something that it is not clear how this could be achieved – potentially in the

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	<p>review of the previous minutes. Clerk to seek best practice examples to send to the chair.</p> <ul style="list-style-type: none"> Governor monitoring – an overview as a summary of the visits. This could be added to the website. <p><u>Challenge and Discussion</u></p> <ul style="list-style-type: none"> A governor asked how BN and CSh felt the meeting went They were confident that all the information was there, and with fine tuning this could be evidenced easily. A governor suggested looking at other schools who have been recently inspected and graded good's websites to see how they present information. <p>11/19 – ACTION: TB and PS to work on how provisions are shared with and evaluate by governors for SEND.</p> <p>12/19 – ACTION: Clerk to update website going forward</p> <p>13/19 – ACTION: Premises to review the Anti-bullying policy.</p> <p>14/19 – ACTION: Clerk to obtain Self-Evaluation document</p> <p>15/19 – ACTION: Clerk to seek best practice examples of impact statements in the minutes.</p>	<p>TB/PS Clerk Premises Clerk Clerk</p>
8	<p>Governor Training</p> <p>The following training has been booked:</p> <ul style="list-style-type: none"> RT is attending induction on 26 November 2019 HB and BN are booked on Ofsted preparation course in March 2020. BN and CSh are booked to attend OFSTED Update 20 November 2019 <p>All to remember to update the training log on the SharePoint when they attend training.</p> <p>Feedback on Termly Briefing</p> <ul style="list-style-type: none"> AP attended the EPM briefing and fed back at personnel <p>16/19 – ACTION: All governors to complete training log when they have attended training.</p>	<p>FGB</p>
9	<p>Governor Visits</p> <p>The following formal visits have been completed:</p> <ul style="list-style-type: none"> Safeguarding – KR completed this visit in October. There were some actions regarding record keeping in relation to the Single Central Record which have been completed and last week this was revisited for impact and the appropriate changes have been made and evidenced. These changes will be reflected in the preschool administration systems also. 	

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10	<p>Policies</p> <p>There were no policies due for review. The governor visit policy will be reviewed at the standards committee. The Collective Worship policy needs updating but the RE team are looking at a new model policy.</p> <p>17/19 – ACTION: Standards committee to review the Governor Visit Policy.</p>	Standards
11.	<p>Any Other Notified Business</p> <p>RT will be PE link governor.</p> <p>The governor element of the RAP has been circulated.</p> <p><u>Decision:</u> All governors were in agreement for this to be added to the RAP.</p> <p>JT to send details about the website on mobiles to make it more accessible to CSh.</p> <p><u>Budget Update</u></p> <p>CSh noted there is a proposal that 1.8% from the main school block will go the high needs block as this was overspent last year. This makes little impact to the school's whole budget. Preschool funding is going up by 8p per hour. The top up funding (currently £6k) will go up by a further 10% on the amount required to be paid by the school. All schools are being asked to contribute £1k to the fibre broadband. CSh has sent the consultation to SU.</p> <p>18/19 - ACTION: CSh to send round updated RAP.</p> <p>19/19 - ACTION: Termly RAG rating of the RAP for governor will be added to the agenda to assess impact.</p> <p>20/19 - ACTION: JT to send CSH details of mobile settings</p> <p>21/19 - ACTION: SU to respond to the budget consultation</p>	<p>CSh</p> <p>Clerk</p> <p>JT</p> <p>SU</p>
12.	<p>Date of next meeting</p> <p>27 January 2020</p> <p>Future dates:</p> <ul style="list-style-type: none"> • 16 March 2020 • 27 April 2020 (budget submission dependent) • 22 June 2020 	

The meeting closed at 20.46

Signed by Chair of Governors



Date

27/1/20

