



# 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 3rd February 2025 at 5.30pm at Pendragon School

No.	Action	Owner	Timescale
<b>Actions from 21<sup>st</sup> October 2024</b>			
07.9	Chair TP to update and recirculate Governor Expectations documentation – <i>Ongoing - Follow on action; Clerk to recirculate. <a href="#">4. Governor Training and Development.pdf - GovernorHub.</a> – Complete</i>	Clerk	ASAP
15.1	Chair (TP), to send email communication to all parents informing them of the school meal price increase with effect from 1 <sup>st</sup> December 2024. – <i>Ongoing - Follow on action; Headteacher to send email communication to all parents informing them of the school meal increase with effect from 1<sup>st</sup> January 2025. – Complete</i>	Head	January 2025
<b>Actions from today's meeting 25<sup>th</sup> November 2024</b>			
3	Clerk to add Code of Conduct on next FGB's agenda (February 2025). – <i>Complete</i>	Clerk	Spring 1 FGB
4	Open actions – 05 8 <sup>th</sup> May 2024 – MC to send a letter to Phillip Hill at County, from the Governors to ask for an update regarding the school fence. <i>New follow-on action created 25.11.2024. TP to action.</i> TP to follow up email regarding the school fence with the Local Authority. Health and safety highlighted significant issues with the fence. <i>New follow-on action created 03.02.25</i> Clerk to add as a standing agenda item to FGB meeting agenda - <i>action Item – Complete</i>	TP	ASAP
4	Annual Impact Statement – the impact statement has been uploaded to Governor Hub – <i>Complete</i> <i>New follow-on action created 25.11.2024.</i> All to review and any questions raise with TP and Clerk before end of the week. 29.11.24 Clerk to confirm if the annual impact statement is a public document and a requirement. <i>If you are a <b>governor at a maintained school</b>, your board <u>isn't</u> required to produce a governance statement, but it's good practice to do so. Use it as an opportunity to get an overview of how you're fulfilling your duties. You'll find examples of governance statements from maintained schools at the bottom of this article. – Complete</i>	All Clerk	ASAP
7.0	Headteacher and TB to consider the monitoring questioned linked to last year's SDP and confirm if they apply to this academic year. – <i>Ongoing.</i>	Head & TB	Spring 1 FGB
9.1	Chair (TP) to consult with the school office to include a submission in the next school newsletter article informing parents that the governing board currently has 2 Parent Governor vacancies. – <i>Complete</i>	TP	January 2025
10.1	Clerk to add requirements and outstanding actions of the SFVS as a standing FGB agenda item – <i>Complete</i>	Clerk	Spring 1 FGB
10.2	KG to organise an English Governor link role visit – <i>Complete</i>	KG	ASAP

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



**Minutes of the Full Governors Meeting**

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	<p>12.2 Headteacher to seek guidance on the suspension and exclusion policy from the Link teacher. – <i>Complete</i></p> <p>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></p> <p>12.4 SENCo to update the SEND policy, by reducing the content and adding hyperlinks for easy access. – <i>Complete – ratify SEND policy at next FGB (17<sup>th</sup> March 2025)</i></p>	<p>Head</p> <p>Head</p> <p>SEND Co</p>	<p>Spring 1 FGB</p> <p>Spring 1 FGB</p> <p>Spring 1 FGB</p>	
<p><b>4.</b></p>	<p><b>Guest – Sue Bowman (School Improvement Adviser)</b></p> <p><b>Governor questions – Ofsted ready</b></p> <p>The headteacher introduced the School Improvement Adviser (SIA) SB, to the Governing body and opened the Ofsted ready question session.</p> <p><i>A governor asked the SIA if they would be able to assist with filling the open Governor vacancies?</i></p> <p>The SIA confirmed that they would be able to assist with filling open governor vacancies. SIA to confirm and follow up with Chair (TP).</p> <p><i>The SIA asked in order to be Ofsted ready if governors have the evidence or if not, can they plan to acquire the evidence?</i></p> <p>The Chair (TP) stated that governor monitoring is currently lower than expected due to the number of Governor vacancies and high number of staff Governors forming part of the governing body.</p> <p>The SIA stated that for governors to be Ofsted ready a general awareness of monitoring is required not just observations.</p> <p>The Chair (TP) confirmed that the fast lane subjects and curriculum offer are being monitored.</p> <p><i>A governor asked the SIA what does good monitoring look like?</i></p> <p>The SIA stated that good monitoring includes: -</p> <ul style="list-style-type: none"> <li>• Governors conducting three monitoring visits a year.</li> <li>• Monitoring that is manageable for governors and the school</li> <li>• Monitoring fast lane subjects (maths and English)</li> <li>• Monitoring the Curriculum offer</li> <li>• Monitoring SEND</li> <li>• Monitoring Safeguarding</li> <li>• Monitoring other key areas</li> <li>• Identifying a theme following through the school</li> <li>• Measuring the impact of the school.</li> </ul> <p>This followed with a discussion around the need for a monitoring visit calendar in order for the governing body to align whilst incorporating data points, modules, assessments, time points and performance in order for governors to feel secure and confident in their role.</p>			



**Minutes of the Full Governors Meeting**

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	<p>The SIA and Headteacher are currently updating the School Self Evaluation form (SEF) that Governors can refer to and analyse against the Ofsted framework and Headteacher report monitoring.</p> <p>The SEF is the school's evaluation of how it is performing in the following areas: effectiveness of leadership and management; quality of teaching, learning and assessment; personal development, behaviour, and welfare; and outcomes for children and other learners.</p> <p><b><i>A governor asked the SIA how monitoring should be undertaken for other subjects, without a Link Governor and how to be equipped Governors?</i></b></p> <p>The SIA stated that it is not possible for governors to focus their efforts on all subjects.</p> <p>Ofsted undertake a deep dive but not on individual subjects, instead the focus is on the school and subjects overall.</p> <p>The SEF, headteacher reports, and committee minutes cover the essentials in order for governors to understand the processes, methodology of teaching and good practice which is transferable across all subjects.</p> <p><b><i>A governor asked if Governor Hub file management could be updated/reorganised in order for governors to readily access information?</i></b></p> <p>The Governor Hub filing system often requires searching in past FGB minutes for monitoring visits.</p> <p>It was suggested to file monitoring visits by subject and use the Governor Hub link function to add links to other related folders for ease of access.</p> <p>The sharing of a document with a live editing function would be extremely beneficial to governors for ongoing amendments updates and actions.</p> <p>Ideally the creation of a live editing version of a Governor monitoring visit calendar spreadsheet would provide an overview of all subjects that governors would have access too.</p> <p><b>Action01: Headteacher and TB to look at Governor Hub file management, specifically monitoring visit filing, as part of curriculum and standards meeting.</b></p> <p><b>Action02: Headteacher to create a Governor monitoring visit calendar spreadsheet SharePoint file and link to Governor Hub, and then for all Governors to confirm they have live edit access to the document.</b></p> <p>It was noted that the headteacher and Chair (TP) both have live edit access of documents in Governor Hub.</p> <p>During the meeting the DHT uploaded a link to the <u>Ofsted School Inspection Handbook</u> in Governor Hub.</p>	<p><b>Head &amp; TB</b></p> <p><b>Head</b></p>
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	<p>To conclude discussions, for Governors to be Ofsted ready they are required too: -</p> <ul style="list-style-type: none"> <li>• Be familiar with good grade descriptors.</li> <li>• Locate and provide evidence or have the time to gather evidence.</li> <li>• Research and monitor.</li> <li>• Analyse the SEF and breakdown the Ofsted framework for Leadership and Management</li> <li>• Conduct a SEF day during the summer term 2025 to promote engagement and reinforce deep understanding.</li> <li>• Question and challenge the Headteacher and ask for evidence.</li> <li>• Provide and share notes of governor visits (external and internal) and link as evidence from the SEF.</li> <li>• Attend in person Ofsted Ready training by SIA.</li> </ul> <p><b>Action03: All Governors to collate any additional questions for the SIA to send to Chair (TP) by the end of next week.</b></p>	<b>All</b>
<p><b>5.</b></p>	<p><b>Code of Conduct</b>                  All Governors were reminded by the headteacher of the Governors Code of Conduct and the Staff Code of Conduct.                  The Governors Code of Conduct is read by all Governors on a yearly basis and confirmed sign off is required in Governor Hub.  <b>Decision: Add link to main page in Governor Hub for future reference.</b></p>	
<p><b>6.</b></p>	<p><b>Head teacher's report.</b>                  The <a href="#">Headteacher's report</a> was uploaded to Governor Hub on the day of the meeting. The Headteacher acknowledged and apologised the delay in providing the report. The report was presented by the Headteacher as a question-and-answer/summary session rather than a full headteacher report.                  Governors were specifically made aware of: -</p> <ul style="list-style-type: none"> <li>• Staff absences</li> <li>• Class structure and staff updates</li> <li>• School Development Plan targets</li> <li>• Professional Development training</li> <li>• Introduction of Assistant Head (AHT) roles</li> <li>• Support for Finance (School Business Manager) – 1 day a week</li> <li>• Development of budget and plan for new academic year</li> <li>• Success and celebration of the Health and Safety audit, in which the school achieved a score of 75%, substantial assurance category. The headteacher thanked HB and TB for all their hard work.</li> <li>• SEND review booked for Spring term 2.</li> </ul> <p><b>Action04: Chair (TP) to request the SEND report from SN.</b></p>	<b>Chair (TP)</b>

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	<ul style="list-style-type: none"><li>• Permanent exclusion of a child due to violent behaviour towards other pupils. The child had a significant number of suspensions over the last 2 years. Local Authority called 12 hours after the exclusion with the offering of an alternative provision for the child and finalisation of the child's EHC. The child is still seeking provision from the school.</li><li>• The Pupil Premium Grant (PPG) report is ready for review. <b>Action05: Chair (TP) to review the PPG report and provide scrutiny and challenge. Chair TP to then distribute to all Governors for review and feedback.</b></li><li>• Parental engagement at Pendragon remains strong, with several recent events highlighting the positive relationships between home and school.</li></ul> <p><b>A governor asked how the new Assistant Head positions will impact budget?</b> The TLR and AHT salaries are almost equivalent, with a slight increase in the AHT salary.</p> <p><b>A governor asked if the Teaching and Learning Responsibility TLR role will continue with the appointment of the new AHT positions?</b> The TLR role ceased to exist as new contracts had been issued to the AHTs.</p> <p><b>A governor asked if there are any TLR's?</b> Yes, one TLR.</p> <p><b>A governor asked for an update on preschool staffing?</b> The headteacher informed all that currently there is temporary staff support in place at preschool. The decision was to streamline the approach to save money as the staff support is currently financially viable whilst maintaining the correct ratio for child: adult. Recruitment/reassessment of a permanent staff member will take place in September 2025 when new children on roll are confirmed.</p> <p><b>A governor asked why is the number of pupils 32, with &lt;90% Attendance so high?</b> The headteacher stated that there are several children who struggle with attendance, due to SEND or school avoidance or both. Attendance is good overall and being monitored closely. During Safeguarding meetings, with the SEND Link Governor and headteacher, data analysis of children with low attendance is conducted.</p> <p><b>A governor asked in relation to actions taken to improve attendance:</b></p>	<p><b>Chair (TP)</b> <b>All</b></p>
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	<p><b><i>What is the difference between a warning letter regarding low attendance and a warning late letter?</i></b>                  A warning letter is issued for a reduction in attendance and a warning late letter is issued for persistently late attendance.</p> <p><b><i>A governor asked what consists of a late letter warning?</i></b>                  A late letter warning consists of 7 lates a term. However, there is a need to be clearer with staff of the process.</p> <p><b><i>A governor asked what is a KIT day?</i></b>                  A KIT Day is a Keeping in touch day/visit.</p>	
<p>7.</p>	<p><b>Budget/Financial Update</b>                  The Chair of People and Finance Committee (AB), summarised key points from the Finance Committee meeting that took place 22nd January 2025.</p> <ul style="list-style-type: none"> <li>Recruited to Assistant Head (AHT) roles</li> <li>£10k had been budgeted for the maintenance of the school hall floor.</li> <li>The carry forward is expected to be around £100k. Overall, the budget is tight.</li> </ul> <p><b>**Confidential Minutes**</b></p> <p><b>SFVS- requirements and outstanding actions</b>                  The SFVS document, created by HB, has been shared with the People and Finance committee. ES and TP thanked HB for the preparation of the very helpful documents which support this work.                  This year, extensive evidence needs to be collected for the SFVS; the deadline is March 2025, and the responsibility lies with the governing body. The document is required to be sign off by FGB.</p> <p><b>Action06: Headteacher to discuss the SFVS procedure with Catherine Mitchell and to update Chair (TP) to agree next steps.</b></p>	<p><b>Headteacher &amp; Chair (TP)</b></p>
<p>8. 8.1  8.2</p>	<p><b>Planning</b></p> <p><b>Update and review Self Evaluation Framework (SEF)</b>                  The Headteacher informed the governing body that the SEF is outdated and requires updating before sharing with the governing body. The SEF consists of the SDP objectives, headteacher reports and adheres to the 5 Ofsted framework.</p> <p><b>Progress updates and review the School Development Plan (SDP) 2024/25</b>  <b><i>A governor asked if the SDP includes measurables, and defines what success looks like?</i></b>                  Yes the SDP defines and includes measurables. The SDP is a central document used by Senior Leadership teams to map out strategic plans for</p>	

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	<p>the development of the school. Governors are required to continue to review and note the impact.                  The headteacher is to be held accountable by the Governing body for the SDP.  <b>Action07: Clerk to add SDP as a standard agenda item for every other FGB meeting. Review at the SDP and map progress.</b></p>	<p><b>Clerk</b></p>
<p><b>9.</b></p>	<p><b>Committee Updates</b>                  People and Finance Committee                  Covered under agenda item 7, Budget/Financial Update                  The minutes had been circulated and uploaded to Governor Hub in advance of the meeting.</p> <p>Formation of the HT Appraisal Review Committee                  At the last FGB meeting the decision was made to defer the formation of the HT Appraisal Review Committee to when potential new governors are in role.                  Currently 1 Governor forms part of the committee, with 1 Governor in the process of handing over.                  The next HT appraisal meeting is due in April/May 2025 with a review to take place in September 2025.  <b>Action08: Chair (TP) to take a lead on configuring the HT Appraisal Review Committee before the next FGB.</b></p> <p>Curriculum and Standards Committee                  The Chair of Curriculum and Standards Committee, TB provided an update from the meeting that took place on 27<sup>th</sup> January 2025. <a href="#">The minutes</a> had been circulated and uploaded to Governor Hub in advance of the meeting.                  The meeting comprised of: -</p> <ul style="list-style-type: none"> <li>• A Curriculum update from the Maths and Science lead on progress so far and next steps</li> <li>• A review of December data outcomes, including how staff are going to address the next steps for groups of concern.</li> <li>• Establishing how staff understanding of assessing writing outcomes would be improved via in-house and cluster moderation sessions.</li> </ul> <p>Link Governor roles.                  OPAL (Outdoor Play and Learning)/Play Link Governor TB confirmed that the sandpit is now complete.                  Long term sickness of OPAL staff is having a significant impact on playground provision. Staff to review and consider the longevity of OPAL.</p>	<p><b>Chair (TP)</b></p>
<p><b>10.</b> <b>10.1</b></p>	<p><b>Governor Business</b>  <b>Resignations/vacancies of the Governing body and recruitment</b></p>	

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	Covered during People and Finance Committee update and as part of the <a href="#">Headteacher report</a> .	
<b>14.0</b>	<b>Policies for review</b> All policies were uploaded in Governor Hub in advance of the meeting. All Governors were asked to read the policies before the meeting.	
<b>14.1</b>	<b>Suspension and Exclusion Policy Sept 24 &amp; CCC Exclusions guidance</b> <b>Decision – governors ratified the Suspension and Exclusion Policy &amp; CCC Exclusion guidance.</b>	
<b>14.2</b>	<b>EYFS Policy</b> <b>Decision – governors ratified the EYFS Policy</b>	
<b>14.3</b>	<b>Uniform Policy</b> <b>Decision – deferred to Summer 1 FGB agenda.</b>	
<b>15.</b>	<b>Dates of future meetings 2024/25 Academic year</b> <ul style="list-style-type: none"> <li>Monday 17<sup>th</sup> March 2025</li> <li>Monday 28<sup>th</sup> April 2025 (Budget approval)</li> <li>Monday 23<sup>rd</sup> June 2025 (School Day Session)</li> </ul> The start time of these meetings will be 5.30pm, held at the school, unless otherwise stipulated nearer the time.	
<b>16.</b>	<b>Consider impact of meeting</b> <ul style="list-style-type: none"> <li>Welcomed new Co-opted Governor</li> <li>Guest visitor, School Improvement Adviser opened Governor Ofsted questions.</li> <li>Governors understood the gaps in governance and how to address with SIA support.</li> <li>Discussed the circle model of school governance.</li> <li>Governors made aware of SEF developments and new version of SDP.</li> <li>Ratified policies</li> <li>Committee updates</li> <li>A brief Budget/Financial update</li> <li>Focused on FGB open actions, resulting in many actions being closed.</li> <li>Focused on Governor Monitoring visit expectations and next steps.</li> <li>Training records discussed; future training planned.</li> </ul>	
<b>17.</b>	<b>AOB</b> <b>**Confidential Minutes**</b>	

The meeting closed at 19.40pm.

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<b>Actions from today's meeting 25<sup>th</sup> November 2024</b>			
7.0	Headteacher and TB to consider the monitoring questioned linked to last year's SDP and confirm if they apply to this academic year. – <i>Ongoing.</i>	Head & TB	Spring 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>	Head	Spring 1 FGB
<b>Actions from today's meeting 3<sup>rd</sup> February 2025</b>			
4	Headteacher and TB to look at Governor Hub file management, specifically monitoring visit filing, as part of curriculum and standards meeting.	Head & TB	Spring 2 FGB
4	Headteacher to create a Governor monitoring visit calendar spreadsheet SharePoint file and link to Governor Hub, and then for all Governors to confirm they have live edit access to the document.	Head	Spring 2 FGB
4	All Governors to collate any additional questions for the SIA to send to Chair (TP) by the end of next week.	All	End of next week
6	Chair (TP) to request the SEND report from SN	TP	ASAP
6	Chair (TP), to review the PPG report and provide scrutiny and challenge. TP to then distribute to all Governors for review and feedback.	TP & All	ASAP
7	Headteacher to discuss the SFVS procedure with Catherine Mitchell and to update Chair (TP) to agree next steps.	Head & TP	ASAP
8	Clerk to add SDP as a standard agenda item for every other FGB meeting. Look at the SDP and map progress.	Clerk	Summer 1 FGB
9	TP, Chair (TP) to take a lead on configuring the HT Appraisal Review Committee before the next FGB.	TP	ASAP
10.1	Clerk to action all paperwork for RM appointment as Co-opted including training/briefings for RM to attend.	Clerk	ASAP
10.2	Chair (TP) and Clerk to agree a concept to present at the next FGB (March 2025) with the intention of implementing the Circle model of school governance at the end of the summer term 2025.	TP & Clerk	Spring 2 FGB

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### **Future Agenda items**

#### Spring 2

- School Fence Update \*Standard Agenda item
- SEND Policy for ratification.
- Consideration of the Circle Model of school governance

#### Summer 1

- SDP impact and map progress - \*Standard Agenda item – every other FGB meeting
- Implementation of the Circle Model of school governance
- Uniform Policy

#### Summer 2

- Annual Governance Planner - plan for the 2025/26 academic year

#### Autumn 1 (2025/26)

- SEF and SDP