



Minutes of the Full Governors Meeting

Held on Monday 3rd November 2025 at 5.30pm at Pendragon School

Present: **Emily Samuels (ES) – Head** **Senthil Natesan (SN) (remotely)**
 Tom Pinnock (TP) – Chair **Rob Murray (RM)**
 Farah Dahalan (FD) **Natalie Willmore (NW)**
 Peter Diamant (PD)

Apologies: **Judy Ross (JR) – Vice Chair**

In attendance: **Charlene Monk CM (Clerk) – Clerk**
 Helen Parsons (HP) – Associate Deputy Head Teacher (DHT) (remotely)
 Pamela Duff (P Du) – School Finance Manager
 Kathryn Dailly (KD) – School SENCo (Special Educational Needs Co-ordinator)

Questions *Green italics*

Decisions **Blue bold**

Actions **Red**

		Action owner
1.	<p>Welcome and apologies for absence. The Chair (TP) welcomed all to the meeting and thanked everyone for attending.</p> <p>Kathryn Dailly School SENCo (Special Educational Needs Co-ordinator-KD) was in attendance (from 5.30pm-6.02pm) to cover agenda item 11 - SEND Update.</p> <p>Apologies were received in advance of the meeting from Judy Ross (JR).</p> <p>Helen Parsons joined remotely for part of the meeting (5.47pm -6.18pm) to cover agenda item 10 - Data.</p> <p>The meeting was quorate.</p>	
2.	<p>Declaration of interest to items on this agenda No new declarations were made.</p>	
11.	<p>SEND Update The Chair (TP) welcomed the School’s SENCo (Special Educational Needs Co-ordinator) KD to the meeting to provide an overview of SEND. The SENCo (KD) drew governors’ attention to the following:-</p> <ul style="list-style-type: none"> • Sixty-five pupils on SEN register (22%) slightly above national average • Out of the sixty-five pupils, nine with (Educational Healthcare Plans) EHCP (3%) slightly above national average • Out of the nine pupils that have EHCPs seven pupils attend the school setting, with two pupils attending alternative provision. • The current Year 6 cohort has the highest proportion of pupils with Special Educational Needs (SEN), with a total of nineteen pupils. • Two pupils in the current Early Years Foundation Stage (EYFS)/reception cohort have been identified as having Special Educational Needs (SEN). 	

- There are currently three EHCPs in progress with four additional EHCPs applications planned and two EHCP applications submitted directly by parents.
- Provision is typically in place prior to submitting EHCP applications for most pupils; however, associated costs/funding for the provision/support cannot be backdated.
- The average cost of EHCP provision per pupil is £16,500 with only £10,500 funded, resulting in a shortfall.
- The average full-time equivalent Teaching Assistant costing around £28,000 per year, requiring the school to top up funding by approximately £18,000 per pupil, depend upon what the EHCP support offer stipulates.
- Although the EHCP process has a statutory 20-week timeframe, no applications have met this deadline in the past 18 months.
- It currently takes up to 12 months for the Local Authority to allocate a visit to observe and assess a pupil.
- The SENCo regularly supports parents by explaining the EHCP process and directing them to the school website for further guidance.
- There has been a noticeable increase in parental requests for referrals and EHCPs, influenced by wider media coverage and misconceptions.
- It was clarified that EHCPs are intended for pupils with complex needs or significant learning difficulties, and do not automatically guarantee support upon diagnosis.
- The Headteacher reported that, during a recent Primary School Headteacher Cluster meeting, clarification was requested regarding the prioritisation and timelines of current EHCP applications by the Local Authority.

Training

- Specific SEND-related training was delivered during the September INSET Day, including EBSA (Emotionally Based School Avoidance) and strategies for supporting anxious pupils.
- Adaptation training was provided to all staff, focusing on inclusive classroom practices such as differentiated seating, font choices, and workstation arrangements to support pupils' emotional, sensory, academic, and wellbeing needs.
- The SENCo is scheduled to deliver conflict resolution training to lunchtime supervisors.
- The Headteacher reported that EBSA pupils are now supported through an early morning club, with systems in place to monitor attendance and engagement.
- ELSA-trained Teaching Assistants continue to provide targeted mental health and wellbeing support over a six-week period, including for pupils identified as young carers.
- The school currently funds the Blue Smile art therapy service for 16 pupils at a cost of £11,000. While the service is well-regarded by parents, its continuation is under review due to a reduction in pupil numbers from 370 to 291, raising concerns about cost-effectiveness.
- Further governor involvement will be required in discussions around pastoral services.

	<p>Action01: Clerk to add Blue Smile and pastoral support review to the FGB03 agenda.</p> <p><u>LA SEND audit – March 2025</u></p> <p>A LA SEND audit was conducted in March 2025, which provided positive feedback and identified areas of improvement.</p> <ul style="list-style-type: none"> • The audit highlighted the need to strengthen EHCP outcome agreements and ensure termly reviews of individual APDR (Assess, Plan, Do, Review) plans for each pupil. • As a result, the LA SEND services now provide increased support, including regular monitoring visits and guidance on effective ADPR implementation. • ADPRs follow the 2014 guidance, with targets broken down into small, measurable steps in collaboration with parents, supporting a graduated response. • Environmental improvements within the school were noted since the March visit, with the school now appearing clearer and more spacious, particularly in the Year 6 corridor area. • The OPAL play area was positively acknowledged for its development. • The LA SEND Adviser recommended that the SENCo focus more on in-school provision and interventions rather than solely on referrals. • Following this advice, class teachers now assist with completing referral paperwork. • The School Family Worker (KS) is working closely with the SENCo to support Early Help Assessments. This includes joint training, use of the Liquid Logic online portal, and collaborative casework. The aim is to intervene early and prevent escalation in cases involving complex family circumstances such as mental health issues, substance misuse, domestic abuse, and parental separation. Support typically lasts for 3–4 months and is targeted to meet high threshold criteria. <p>A governor asked whether the school or SENCo is informed of the outcome of EHCP applications submitted by parents?</p> <p>Parents are notified first. It is at their discretion to share the outcome with the school, although timely communication is encouraged to ensure appropriate support can be provided.</p> <p>A governor asked who completes the ADPRs?</p> <p>ADPRs are completed by class teachers, as they know the pupils best. For pupils receiving tuition at home or attending alternative provision, targets are shared with the SENCo to ensure consistency and oversight.</p>	<p>Clerk</p>
<p>10. 10.1</p>	<p>Data</p> <p>DHT (HP) attended the meeting remotely to present the pupil data discussions.</p> <p>Discussion on pupil data from 2024-2025</p> <p>The <u>End of Year Data 2024-2025</u> was uploaded to Governor Hub in advance of the meeting. It included outcomes from KS2 SATs, the multiplication tables check, phonics screening, and teacher assessments across cohorts. The data was broken down by whole school, pupil premium, and SEND groups, highlighting strengths and areas for development. Governors were informed that the increased volume of data this year has improved the accuracy of progress reporting.</p>	

<p>10.2 Census Data Deferred</p>	<p>The Deputy Headteacher (HP) provided context around the data, and the Headteacher (ES) emphasised that writing remains a whole-school priority. This reflects a wider county-level concern, though progress has been made in the last half term and is being closely monitored by the Local Authority.</p>						
<p>3.</p>	<p>Minutes, of previous FGB meetings (8th September 2025)& Matters arising and review of open actions. The minutes from 8th September 2025 were accepted as an accurate record. The open actions were discussed and reviewed.</p>						
<table border="1"> <thead> <tr> <th data-bbox="204 591 363 651">No.</th> <th data-bbox="363 591 1082 651">Action</th> <th data-bbox="1082 591 1193 651">Owner</th> <th data-bbox="1193 591 1321 651">Timescale</th> </tr> </thead> </table>				No.	Action	Owner	Timescale
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<p>23rd June 2025</p>							
10.0	The Safeguarding Link Governor (JR) Chair and Headteacher will continue to develop the behaviour policy ready for it to be shared and ratified at the next FGB. 03.11.2025 - Completed	JR, Chair & Head	FGB02				
12.0	Chair (TP) to include summary/behaviour spotlight for inclusion in the school newsletter. 08.09.2025 – Ongoing 03.11.2025 - Ongoing	Chair	FGB02				
13.0	Chair (TP) and Headteacher to complete PE and Sports Premium report by 31 July 2025 08.09.2025 - Completed New follow-on action created 08.09.2025. PE and Sports Premium report to be shared with Governors.	Chair & Head	FGB02				
<p>8th September 2025</p>							
5.2	Chair (TP), to follow up with potential candidate from Governors for schools for who had shown an interest and candidate from parent elections. 03.11.2025 - Completed	Chair	FGB02				
7.9	All Governors agreed to complete their own skills audit via Govhub effectiveness function tool by FGB02. 03.11.2025 - Completed	All	FGB02				
8.2	NW, in her role of GDPR Link Role Governor to share the GDPR Report at FGB02 (Agenda item under Governor business) 03.11.2025 – Defer to FGB03	NW	FGB02				
9.1	The headteacher to share the safeguarding annual report with the Chair (TP) and Safeguarding Link Governor (JR) to then be shared with Governors at next FGB (FGB02). 03.11.2025 - Completed	Head, Chair & V-Chair	FGB02				
11.1	Clerk to add review impact of SEF as a standard Agenda item for Governors to review the SEF areas of development and status updates on strengths. 03.11.2025 - Completed	Clerk	FGB02				
11.2	Clerk to add SDP discussions as a standard Agenda item for the Headteacher to provide an update to Governors. 03.11.2025 - Completed	Clerk	FGB02				
11.5	The Chair (TP) to adjust and finalise the Circle Model of Governance document based on discussions. 03.11.2025 – Completed – TP to circulate to all Governors	Chair	FGB02				

	13.2	SFM to confirm budgeted for staff pay increases. 03.11.2025 - Completed	SFM	FGB02	
4.	Governor Business				
4.1	Resignations/ Vacancies of the Governing body and recruitment				
	The Chair (TP) informed the Governing body that no resignations had been received. The governing body currently has (2) Co-opted Governor and one (1) Parent Governor vacancies.				
4.1.1	Co-Opted Application Form				
	The Chair (TP) informed the Governing Body that an application had been received from a prospective candidate (NB) interested in the Co-opted Governor vacancy. The Chair shared the candidate's summary statement with the Governing Body for consideration. Governors reviewed the application alongside the governing body effectiveness skill audit tool available on Governor Hub. Decision – Governors unanimously agreed to appoint the candidate (NB) to the Co-opted Governor vacancy, recognising the value of their skill set.				
	Action02: Clerk to undertake all relevant paperwork for Co-opted Governor.				Clerk
4.1.2	Parent Governor Vacancy				
	The Chair (TP) reported that he had followed up with the potential candidate from the previous parent governor elections. Despite repeated attempts to make contact, no response was received.				
4.2	Governor Skills Audit Results				
	The <u>Final Report Board Effectiveness Skills Audit and Summary</u> was shared during the meeting. The audit identified the following key findings:-				
	<ul style="list-style-type: none"> • Areas for training and experience development were identified. • The Governing Body demonstrates strong engagement and effective governance, with targeted opportunities for development in specific areas. • Governors were reminded to complete Prevent and safeguarding training every two years. • It was suggested that Governors use Smart log to address training needs highlighted within the audit summary. • The audit also identified a desirable opportunity to strengthen the Governing Body by recruiting individuals with expertise in marketing/public relations, finance, and auditing. 				
	Action03: Chair (TP) to contact LA Governance Adviser, for what is expected for Cybersecurity or to request the Cybersecurity training slide deck and upload to Govhub training folder for all to read.				Chair (TP)
4.3	Staff Survey				
	The Head (ES) will be conducting staff drop-in sessions this week. As all staff appraisals have now been completed, staff will be encouraged to raise any concerns during these sessions rather than waiting for the survey. It was then suggested that the staff survey be re-issued on Friday, with Governor (TP) leading on communication.				
	Action04: Staff survey to be re-issued.				Head/ Office
4.4	Succession Planning				
	The Chair (TP) re-notified the governing body of his intention to resign as Chair and Governor at the end of the academic school year.				

<p>4.5</p>	<p>Governor Training/Briefings The Clerk uploaded the <u>Governing body training report</u> to Governor Hub in advance of the meeting, highlighting the following training attended.</p> <ul style="list-style-type: none"> • SN and TP attended the Termly Governance Briefing training held on 30th September 2025 • TP attending Understanding the Primary Offer held on 3rd September 2025. 	
<p>4.6</p>	<p>Monitoring Visits The Chair (TP) will be conducting a behaviour walk as part of ongoing monitoring. Governor JR has completed a Single Central Record (SCR) check. The Chair will support and mentor the new Governors during their initial monitoring visits to ensure they are well-oriented and confident in their roles.</p>	
<p>5.1</p>	<p>Finance Update* Brief Budget Update The SFM (PD) uploaded the <u>October 2025 BMR</u> document to Governor Hub on the day of the meeting providing an overview of budget performance, analysis and Quarter two (Q2) figures. During the meeting, the SFM drew Governor’s attention to the following:-</p> <ul style="list-style-type: none"> • The budget reflects approved annual teacher pay increments. • Progression through the teacher pay scale is now automatic, with Governor involvement only required for transitions from M6 to UPS1. Applications for UPS must be submitted via the Headteacher. <p>Action05: Governors to confirm the Pay Committee for the next academic year. Headteacher to confirm if a virtual meeting is acceptable.</p> <ul style="list-style-type: none"> • Staff contract discrepancies have been resolved; payroll now aligns with EPM records, with pending staff increases. • The Early Years Grant of £13,000 has been received and included in the Q2 budget. • Budget allocations may change following a review of ledger codes. • Preschool budget figures are strong, with enrolment reaching full capacity from September 2025, following a successful marketing campaign. • It was noted that other local preschool settings are currently experiencing lower numbers. <p>The report concluded that the school must explore additional funding opportunities and implement necessary budgetary adjustments. Currently, the school has a high number of support staff (TAs), and future reductions through natural wastage, such as retirements and reduced working hours, could yield significant savings, and help avoid redundancies.</p> <p>A governor queried whether the £19,000 referenced in the forecast—an increase of £17,000—was part of the capital budget or had been reallocated?</p> <p>The SFM confirmed that there has been significant movement within the capital budget. The school often spends funds which are then reclaimed from the LA. The SFM noted that the reported figure is expected to increase.</p>	<p>All/Head</p>
<p>5.2</p>	<p>Financial procedures and checks as outlined in the LA Finance Team Audit letter.</p>	
<p>5.3</p>	<p>Action06: SFM and Chair TP to discuss the financial procedures and checks as outlined in the LA Finance Team Audit letter. Redundancy Payments**</p>	<p>SFM/ Chair (TP)</p>



	The SFM confirmed that redundancy payments were issued to two staff members, following advice received from EPM and HR advisers.	
6. 6.1 6.2	<p>Safeguarding Termly safeguarding report Deferred Action07: The Safeguarding Link Governor (JR) to circulate to Governors before next FGB (FGB03).</p> <p>Smart Log Action08: DHT (HP) to upload Smart log data and records to Governor Hub prior to the next Full Governing Body meeting (FGB03).</p>	<p>JR</p> <p>DHT (HP)</p>
7.0 7.1 7.2	<p>Health and Safety (H&S) School Fence Update The Headteacher expressed her delight at the successful installation of the new school fencing, which has significantly enhanced site security and internal safety. On behalf of the Governing Body, the Chair (TP) thanked the Headteacher (ES) for her dedication and efforts in overseeing the completion of the replacement fencing project.</p> <p>Premises Action and Discussion Covered under agenda item 9, Headteacher’s Report</p>	
8. 8.3 8.4 8.5 8.6 8.7 8.8 8.9 8.10	<p>Policies for review All policies were uploaded in Governor Hub in advance of the meeting. All Governors were asked to read the policies before the meeting. Policies noted in order of discussion and ratification. <u>Model Policies</u></p> <p>8.3 Allegations against Staff Decision – governors ratified the Allegations against Staff Policy</p> <p>8.4 Appraisal and Capability Policy Decision – governors ratified the Appraisal and Capability Policy</p> <p>8.5 Attendance November 2025 Decision – governors ratified the Attendance Policy</p> <p>8.6 Code of Conduct for ALL Adults Decision – governors ratified the Code of Conduct for ALL Adults</p> <p>8.7 Disciplinary Procedure Relating to Misconduct for all Employees. Decision – governors ratified the Disciplinary Procedure Relating to Misconduct for all Employees.</p> <p>8.8 Flexibly Working Policy Decision – governors ratified the Flexibly Working Policy</p> <p>8.9 Leave of Absence Decision – governors ratified the Leave of Absence Policy</p> <p>8.10 Mobile Phone Policy A Governor raised a query regarding the Model Phone Policy specifically around the use of smartphones outside of the school grounds, particularly before the school doors open, and concerns around pupils accessing social media during that time. Reference was made to page three of the policy during the meeting, whereby seeking clarification on whether responsibility lies with the school office or the class teacher. Action09: Headteacher (ES) to update the policy to specify that the class teacher is responsible.</p>	<p>Head(ES)</p>

<p>8.11</p> <p>8.12</p> <p>8.13</p> <p>8.14</p> <p>8.15</p> <p>8.1</p> <p>8.2</p>	<p>Additional guidance was discussed to reinforce expectations around mobile phone use, with emphasis on promoting a phone-free environment. Decision – governors agreed that expectations should be consistently communicated to parents. Governors supported a stronger and more unified message to parents. <i>Action10: Head (ES) to issue formal guidance and review FGB03, Clerk to add as agenda item.</i> <i>Action11: Head (ES) to contact LA Safeguarding team for recommendations, and to support communication with parents.</i> A governor asked how many teachers check whether a child has handed in their mobile phone at the beginning of the school day? All pupils hand in their mobile phones. Staff Induction Policy Decision – governors ratified the Staff Induction Policy Whistleblowing Policy and Procedures Decision – governors ratified the Whistleblowing Policy and Procedures <u>Non model Policies</u> Allegations against other Pupils Decision – governors ratified the Allegations against other Pupils. Assessment Policy Amendment – update Little Wandle as formative and summative. Decision – based on the amendment governors ratified the Assessment Policy Data Retention Policy Decision – governors ratified the Data Retention Policy Behaviour Policy Review Spring 2025. Admissions Policy LA Policy, no updates.</p>	<p>Head(ES)/ Clerk</p> <p>Head(ES)</p>
<p>9.</p>	<p>Head Teacher’s Written Report* The Headteacher apologised regarding the delay of uploading the written report to Governor Hub. A verbal update was provided, covering the current school context, School Development Plan (SDP) objectives, staffing, continuing professional development (CPD), performance management, leadership and management, pupils’ personal development, behaviour and welfare, incident monitoring (noting no suspensions or exclusions during the summer term), attendance, assessments, tree management, premises maintenance, and parental engagement. No questions were raised.</p>	
<p>12.</p> <p>12.1</p>	<p>Strategic Direction SDP/SEF Progress SDP Covered as part of Headteacher Written Report agenda item 9. SDP Objectives</p> <ul style="list-style-type: none"> • Objective 1 Enhancing writing outcomes. • Objective 2 Enhancing outcomes for SEND pupils. • Objective 3 Enhancing Curriculum progression, phonics and EYFS/KS1 provision • Objective 4 Enhancing Pupil’s Personal Development at Pendragon 	

<p>12.2</p>	<p>Decision: In relation to SDP Objective 4 (Enhancing Pupil’s Personal Development), it was agreed that the School Family Worker would be invited to present at FGB03</p> <p>SEF Progress Unchanged.</p> <p>Action12: Head (ES) to provide SEF update at next FGB (FGB03)</p> <p>Curriculum Discussion (NW on English and HP on Curriculum) NW, Assistant Deputy Head KS1, uploaded the <u>English report</u> to Governor Hub in advance on the meeting.</p> <p>A governor queried the term “Rapid” and its timescale? It was clarified that <i>Rapid</i> refers to a specific intervention programme delivered five times per week, targeting identified learning gaps.</p> <p>A governor asked if Little Wandle scheme could apply to KS2, like KS1? It was confirmed that the scheme is designed for use up to the end of KS1 and is not intended for KS2.</p> <p>The Chair (TP), on behalf of the Governing body thanks NW for her English report.</p> <p>Discussion led by HP on curriculum and after-school clubs was deferred to the next Full Governing Body meeting (FGB03).</p>	<p>Head</p>
<p>13.</p>	<p>Dates of future meetings*</p> <ul style="list-style-type: none"> • FGB03 - Monday 8th December 2025 5.30pm (Virtual) • FGB04 - Monday 26th January 2026 5.30pm (school) • FGB05 - Monday 16th March 2026 5.30pm (school) • FGB06 - Monday 20th April 2026 5.30pm (Virtual) • FGB07 - Monday 18th May 2026 5.30pm (school) • FGB08 - Monday 29th June 2026 time tbc (school) 	
<p>14.</p>	<p>Consider impact of meeting*</p> <p>Reflect on effectiveness and impact of governance from this meeting.</p> <ul style="list-style-type: none"> • Governors gained a clearer understanding of school performance data. • Received a comprehensive update on the school’s financial position. • Successfully ratified twelve policies, strengthening governance compliance. <p>Received detailed updates on SEND provision and writing as a school priority.</p> <ul style="list-style-type: none"> • Approved the appointment of a new Co-opted Governor, enhancing board capacity, skills, and experience. • Noted the successful completion of the school fencing project, improving site safety and security 	
<p>15.</p>	<p>Any other business</p> <p>New Ofsted Toolkit The Headteacher (ES) informed Governors about the newly published State-Funded School Ofsted Inspection Toolkit. This document outlines the key areas that will be evaluated and graded during inspections conducted under Sections 5 and 8 of the Education Act 2005. Governors were advised to review the governance section and familiarise themselves with the language used.</p> <p>Mentoring New Governors New parent governors expressed feeling overwhelmed by the volume of documentation. The Chair (TP) acknowledged this and explained that, due to</p>	



	limited capacity, only a small number of governors are currently able to offer mentoring support. TP and the Headteacher (ES) will meet to discuss how best to provide mentoring and guidance moving forward.	
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The meeting closed at 7.42pm.

Action Log

No.	Action	Owner	Timescale
23rd June 2025			
12.0	Chair (TP) to include summary/behaviour spotlight for inclusion in the school newsletter. 08.09.2025 – Ongoing 03.11.2025 - Ongoing	Chair	FGB02
8th September 2025			
8.2	NW, in her role of GDPR Link Role Governor to share the GDPR Report at FGB02 (Agenda item under Governor business) 03.11.2025 – Defer to FGB03	NW	FGB02
3rd November 2025			
11	Clerk to add Blue Smile and pastoral support review to the FGB03 agenda.	Clerk	FGB03
4.1.1	Clerk to undertake all relevant paperwork for Co-opted Governor.	Clerk	FGB03
4.2	Chair (TP) to contact LA Governance Adviser, AC, for what is expected for Cybersecurity or TP to request training slide deck and upload to Govhub training folder for all to read.	Chair	FGB03
4.3	Staff survey to be re-issued.	Head	FGB03
5.1	Governors to confirm the Pay Committee for the next academic year. Headteacher to confirm if a virtual meeting is acceptable.	All	FGB03
5.2	SFM and Chair TP to discuss the financial procedures and checks as outlined in the LA Finance Team Audit letter.	SFM/ Chair	FGB03
6.1	The Safeguarding Link Governor (JR) to circulate the report to Governors before next FGB (FGB03).	JR	FGB03
6.2	DHT (HP) to upload Smart log data and records to Governor Hub prior to the next Full Governing Body	DHT (HP)	FGB03
8.10	Headteacher (ES) to update the Mobile phone policy to specify that the class teacher is responsible.	Head	FGB03
8.10	Head (ES) to issue formal guidance around the Mobile Phone Policy and review FGB03, Clerk to add as agenda item.	Head/ Clerk	FGB03



8.10	Head (ES) to contact LA Safeguarding team for recommendations around the Mobile phone policy and to support communication with parents.	Head	FGB03
12.2	Head (ES) to provide SEF update at next FGB (FGB03)	Head	FGB03

Future Agenda items

FGB03 8th December 2025

- GDPR Report – NW
- pastoral support review - Blue Smile
- Mobile Phone Policy guidance
- SEF update
- SDP Objective 4 (Enhancing Pupil's Personal Development), it was agreed that the School Family Worker to attend next FGB (FGB03)
- Curriculum developments/discussions and after-school clubs (HP)