

# 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 22<sup>nd</sup> November 2021 at 7pm

**Present:**

**Carol Shaw (CS) – Head**  
**Babs Nichols (BN) – Chair**  
**Tracey Brown (TB)**  
**Anya Poole (AP)**  
**Richard Tolley (RT)**  
**Mike Osbourn (MO)**

**Annette Gear (AG)**  
**Beth Walliker (BW)**  
**Annika Bennett (AB)**  
**James Fletcher (JF)**  
**Katie Thompson (KT)**

**In attendance:**

**Lorna Lawrence – Clerk**  
**Corrine Smart (CSm) – left at 7.20pm**

		Action owner
1.	<b>Welcome and apologies for absence.</b>  BN welcomed everyone to the meeting and thanked everyone for attending.  No apologies received.  The meeting was quorate.	
2.	<b>Declarations of Interest.</b>  There were no new declarations of interest.	
3	<b>Curriculum Lead Presentation</b>  Corrine Smart was in attendance to present an update on curriculum. The following were the key points: <ul style="list-style-type: none"><li>• Main topics are now based around 6 big questions, these are:<ul style="list-style-type: none"><li>○ Who has changed our world?</li><li>○ Where will your next adventure take you?</li><li>○ What makes our lives wonderful?</li><li>○ How is life different to our ancestors?</li><li>○ What makes our planet so amazing?</li><li>○ How has our local area changed?</li></ul></li><li>• Each year group has completed a medium-term plan for autumn 2.</li><li>• Other subjects are linked where possible</li><li>• Staff meeting took place to review, and it was all positive feedback</li><li>• Learning journey/topic displays should be in all classrooms</li></ul>	

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	<p>A governor asked if the governors can have a copy of the list of what should be on the learning boards so they can check on their monitoring visits? CSm to provide to governors</p> <p>A governor asked if the subjects are moving down through the school? The early years have matched the topics with the questions, but the order may be slightly different</p> <p>A governor said that most of the topic work fits with history, geography, and science, what about the other subjects? If it fits, then the teachers will use the topic but won't make it fit if it doesn't work.</p> <p>A governor asked who puts the link ups on the website? The teachers would do this.</p> <p>The headteacher asked the governors if they had any questions for CSm on the section on page 7 of the headteachers report. The governors had no further questions and fed back that it was a very useful overview.</p> <p>Each FGB going forward there will be a member of the senior leadership team doing an update.</p> <p>CSm left the meeting at 7.20pm</p>	<b>CSm</b>
<b>4.</b>	<p><b>Minutes of previous meeting (21/09/21) &amp; Matters arising</b></p> <p>The minutes were accepted as an accurate record.</p> <p>The actions were discussed. The following actions were closed:</p> <p><i>Arrange date of Resources and Curriculum committees</i></p> <p><i>Chair to email governors for input into 3-year strategic governance plan</i></p> <p><i>Create template minutes for committees</i></p> <p><i>Send photo for noticeboard</i></p> <p><i>Complete skills audit</i></p> <p><i>Governors to email head to confirm if they have completed safer recruitment training</i></p> <p><i>Policies updating:</i></p> <ul style="list-style-type: none"><li><i>Freedom of information</i></li><li><i>Charging remittance &amp; lettings</i></li><li><i>Equality &amp; Community cohesion</i></li></ul> <p><i>Evaluation form for training to be created</i></p> <p>Actions not completed will be carried forward and are on the action grid.</p> <p>The chair proposed that Tracey Brown be re-appointed as co-opted governor. All were in favour and this was confirmed.</p>	
<b>5.</b>	<p><b>Report from Sub Committees</b></p> <p><b>Personnel &amp; Health and Safety</b></p>	

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	<p>The minutes were circulated prior to the meeting, the next meeting is next Monday. Some EPM advice was also circulated on support staff pay and potential strike action. The headteacher has asked why governors don't have an input on support staff pay and is awaiting a response. It was noted that from the COVID figures today two preschool staff members are isolating. They are still in ratio, there is one child who needs support if they need the toilet and the headteacher or Natalie Wilmore will step in if needed. They are off for the rest of the week.</p> <p><b>Resources</b></p> <p>The committee met last Thursday. The Autumn one finance summary has been shared. In the last meeting they discussed the financial position, update on catch up funding, premises, the catering contract is under review, agreed the purchase of a new dishwasher, agreed to charge cost price for staff hot lunches, added premises into the terms of reference. There has been a request to complete a job evaluation for the finance secretary. The next meeting will be held on 14<sup>th</sup> December.</p> <p><b>Curriculum &amp; Monitoring</b></p> <p>The committee met in October; it was the first meeting of the new committee. Going forward the committee will look at visits, updates, and reports. They had a curriculum link update, a SENDPP update and looked at governor training. Next meeting policies will be looked at. Governors are asked to make sure all their reports and documents are up to date. The next meeting is on 7<sup>th</sup> December.</p> <p><b>SENDPP</b></p> <p>The next meeting is on Friday. A meeting with the preschool SEND lead has been arranged for January. The last report has been uploaded.</p>	
6.	<p><b>LA Leadership &amp; Governance Audit Reports. LAIG report</b></p> <p>The original governance audit report has been circulated, waiting for response from the LA on the feedback the governors have given. It was a very positive report and there are now some really good foundations to work on.</p> <p>The LA are happy with the progress on the leadership report and aren't coming back.</p> <p>The LAIG report came in this morning, it is a positive report. The 5 points that can be shared have been. They are coming back in January. It was noted that there is a lot of hard work going on in and out of school.</p> <p>In the last FGB it was noted that one governor had written to the LA (Emma Fuller) to express concerns on the process of the audits. There has been further</p>	

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	<p>communication and another letter sent in October highlighting positive support received and some continuing concerns. A further letter was also presented to the LAIG to ensure communications were minuted. The response was positive and they (the LA) are committed to reviewing their processes.</p> <p>After the first report the governors wrote to the staff to update them and it felt that this was needed again. A governor will compose an email on behalf of the governors.</p>	<b>BW</b>
<b>7.</b>	<p><b>Headteachers report</b></p> <p>The headteachers report was circulated to governors prior the meeting and all governors had time to read it.</p> <p>A governor asked what support has been put in place for the SENDCO and what assessment help has been done for TB. An additional day has been given from Juliet; the SEND case worker has offered support. TB is having a day with the LA advisor on 10<sup>th</sup> December.</p> <p>A governor asked what the covid impact has done for the morale of staff? It was going nicely until yesterday. There are also a number of parents who have tested positive and that is quite stressful for the teachers.</p> <p>A governor asked how much time is the head and deputy having to cover? This has been the first week that there have been no major cover issues. Getting supply is difficult at the moment as well.</p> <p>A governor asked if the headteacher had to have any children in her office? There have been two internal exclusions last term.</p> <p>A governor asked what the uptake on the flu vaccination from staff had been? The understanding is that only one under 50 has taken it up.</p> <p>A governor asked if the low attendance figures in pupil premium and ever 6 was because it was low numbers? Yes, it is, and one child who is on roll but not in school has only two tutoring periods a week which impacts our figures.. The pupil premium attendance as good but there has been a slight dip, but this is being addressed.</p> <p>A governor stated that the pupil premium literacy levels seem low. This has been a post lockdown impact and is being addressed with the catch-up plan.</p> <p>A governor asked if the staffing information on the change of hours for the TA was the same as was discussed at the Personnel committee. This was confirmed that it was.</p>	

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	<p>TB gave an update on the catch-up funding. Small groups are likely to start in January. Maths's support will be coming from the LAIG. Some funds will be used for supply costs to release teachers to observe lessons and to have an extra morning given to focus on vulnerable pupils.</p> <p>A governor asked if there had been any bullying reports following the anti-bullying week. There has been one.</p>	
8.	<p><b>Review and Agree three-year plan, SDP &amp; SEF</b></p> <p>All governors have seen and read the three documents. The plan is for them to go to the committees and governors pull out where they are monitoring. The senior leadership team will be reviewing the SDP in the last week of term. A live document will be put on SharePoint.</p> <p>More detail needs to be put on years 2 and 3 of the year three plan.</p> <p>A suggestion was that items are added to the KPI's about where and how the governors are going to monitor. This will go to the sub-committees.</p>	
9.	<p><b>Budget Update</b></p> <p>The update was circulated to governors prior to the meeting. RT gives a verbal update. The governors had a discussion on the predicted deficit in the three-year budget. There are still lots of things that can change this far out but it will be being monitored. One of the main challenges is the small pupil numbers. There has been an overspend on supply teaching due to the covid impact. It was noted that the energy costs will also need to be monitored.</p>	
10.	<p><b>Safeguarding Report including SCR check</b></p> <p>The new safeguarding link governor is Annika Bennett. The safeguarding report was sent to governors.</p> <p>All governors are asked to complete the online prevent training.</p> <p>The SCR was checked on 20<sup>th</sup> October, there was one issue highlighted with right to work checks that has now been addressed. The SCR will be checked termly but the next review will be on 3<sup>rd</sup> December.</p> <p>Governors are asked to complete monitoring against the safeguarding wheel.</p>	<b>All governors</b>
11.	<p><b>Data Review</b></p> <p>The data has been loaded on to governorhub. TB takes the governors through the data. The LAIG had no concerns.</p>	

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	<p><b>A governor stated that the year two writing stands out.</b> They were affected by the lockdown; it is a pattern nationwide. It is something that the school will keep an eye on.</p> <p>The LA advisor is going to do some data and monitoring training for the governors using Pendragon data.</p> <p>The story behind the dashboard ratings have been put on governorhub.</p>	
<b>12. Policies to Review</b>	<p>The following policies were reviewed prior to the meeting:</p> <ul style="list-style-type: none"><li>• <b>Charging and Remissions policy</b></li><li>• <b>Dealing with allegations of abuse</b></li><li>• <b>Pay Policy</b></li><li>• <b>ECT Induction policy</b></li><li>• <b>Freedom of information policy</b></li><li>• <b>Letting's policy</b></li><li>• <b>Model policy for intimate care</b></li><li>• <b>Pendragon assessment policy</b></li><li>• <b>Equality and Community cohesion policy</b></li><li>• <b>Relationships Education policy</b></li></ul> <p>Items of note: There will be a section on moderation added to the assessment policy. There will be an admin charge going forward that is stated in the charging and remissions policy. The wording has changed to voluntary donations (in relation to school trips). The finance committee will look further into increasing the lettings charges following a benchmarking exercise. Some wording in the pay policy will be checked by the headteacher.</p> <p><b>Decision: All policies were ratified by the governing board.</b></p>	
<b>13. Governor Monitoring</b>	<p>A termly chart will be loaded on to governorhub.</p>	
<b>14. Website Audit</b>	<p>The audit was completed, and relevant changes made. It is currently all up to date.</p>	
<b>15. Governor Training</b>	<p>The skills audit was completed by all governors and analysis completed. The top three areas highlighted where some training may be beneficial were:</p>	

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	Financial efficiency, experience of inspections and awareness of national policies. Training opportunities were discussed.	
16.	<b>Consider impact of meeting</b>  The following items were considered: <ul style="list-style-type: none"><li>• Review of the SDP</li><li>• Curriculum update provided</li><li>• Policies were ratified</li><li>• Reviewed monitoring</li><li>• Skills audit completed and training identified</li></ul>	
17.	<b>Any other business</b> <ul style="list-style-type: none"><li>• There are 2 governor vacancies. The LA contacted with someone who was interested, the chair has sent an application form and governor expectations and have not heard back. There has been an advert in the village magazine with no responses, so the suggestion was to put it out to parents</li><li>• A discussion was held on wellbeing days. Due to the ongoing impact of covid there is no capacity at the moment to offer these, there is a possibility the Easter INSET day could be used and will need to financially budget for them next year. Governors will write to staff to let them know that it is being continually reviewed.</li><li>• Next meeting on 31<sup>st</sup> January 2022.</li></ul>	<b>MO</b>

The meeting closed at 9.50pm

### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from 21<sup>st</sup> September 2021</b>			
1	<i>Send Clerk Signed Pecuniary Interest Form</i>	All Governors	08.10.21
8	<i>Data breakdown of boys/girls/SENDPP</i>	CS & TB	08.10.21
9	<i>Policies updating:</i> <ul style="list-style-type: none"><li>• <i>Educational visits</i></li></ul>	CS	22.10.21
<b>Actions from 22<sup>nd</sup> November 2021</b>			
1	<i>Csm to provide a list to governors of what is expected on topic boards</i>	Corinne Smart	30.11.21
2	<i>Update staff on recent audit reports</i>	BW	30.11.21
3	<i>Complete online Prevent training</i>	All governors	17.12.21
4	<i>Update staff on wellbeing days</i>	MO	30.11.21