

**PENDRAGON COMMUNITY PRIMARY SCHOOL**  
Governors Meeting Minutes

Pendragon Community Primary School  
Varrier Jones Drive  
Papworth Everard  
Cambridge  
CB23 3XQ

**Minutes of the Full Governing Body Meeting**  
Held on Wednesday 20<sup>th</sup> March 2024 at 6.30pm

**Present:**            **Emily Samuels (ES) – Head**  
                         **Tom Pinnock (TP) – Chair**  
                         **Natalie Willmore (NW)**  
                         **Annika Bennett (AB)**  
                         **Annette Gear (AG)**  
                         **Anya Poole (AP)**

**Tracey Brown (TB)**  
                         **Marika Chapman (MC)**  
                         **Senthil Natesan (SN)**  
                         **Helen Birdsall (HB)**

**Apologies:**        **Nicola Bygrave (NB)**  
                         **Katherine Gravett (KG)**  
                         **Alyson Staples (AS)**  
                         **Richard Tolley (RT)**

**In attendance:**   **Charlene Monk – Clerk**

		Action Owner
1.	<b>Welcome and apologies for absence.</b>  TP welcomed everyone and thanked everyone for attending.  Apologies noted from NB, KG, AS and RT. HB left at 7.50pm, NW left at 7.55pm and SN left at 8.34pm.  The meeting was quorate.	
2.	<b>Declaration of Interest</b> <b>Declaration of interest to items on this agenda</b>  None	
3.	<b>Minutes of previous meeting (15/01/24) &amp; Matters arising</b>  <b>Amendment to minutes agreed:</b> <b>Committee Update 9.2 People and Finance</b> <i>A governor asked how are Governors informed of leavers, pregnancies etc.?</i> Reported to People and Finance Chair. Only inform all Governors if leads to “operational” matters. TA notice period is 4 weeks. <b>Action: Amendment noted: Governors would be informed of leavers via email.</b> With the additional amendment the minutes were accepted as an accurate record. The actions were discussed.	

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No.	Action	Owner	Timescale
<b>Actions from 19<sup>th</sup> June 2023</b>			
01	Establish how many children the concerns logged refer to. - Ongoing – online training from county is being offered to all schools. On waiting list currently. County Training is for the “use” of My Concerns not analysing the data. – <b>Ongoing</b>	ES	Summer 24
<b>Actions from 22<sup>nd</sup> September 2023</b>			
010	ES to send the year end safeguarding report with statistics to the Safeguarding Governor. ES to complete for next safeguarding meeting in summer term. – <b>Ongoing</b>	ES	Summer 2
<b>Actions from 6<sup>th</sup> November 2023</b>			
02	AS to investigate further, support of EHCP applications with SEND. – AS to report back to Governors at FGB. CM to add to next FGB agenda. Many EHCP's without Blue Smile support. Explore when needed, high cost. – <b>Complete</b>	AS/CM	Spring 24
15	ES to contact Johnathan Lewis – request form and update on how well its doing/progress. – Employee Assist Programme data – remaining open action item. ES updated Staff with communication from County around the programme. – <b>Ongoing</b> Action: ES to share Employee Assist Programme communication with TP. Action: CM to add as agenda item for FGB Summer 2	ES CM	Summer 2
18	TP to organise a date in New Year for drinks with Babs. – Ongoing, AP to organise and action. – <b>Complete</b>	AP	Spring 24
<b>Actions from 15<sup>th</sup> January 2024</b>			
01	RT to upload Budget Update to GovHub. – <b>Ongoing</b> – RT and HB upload monitoring reports monthly in FGB and/or Finance and People folder.	RT	ASAP
02	Pre-school in Bromcom – going to start this process, currently details in an excel document. Action: ES to report back to TP. – <b>Ongoing</b> . Action: CM to add as agenda item for FGB Summer 2	ES CM	Summer 2
03	HB to reach out to Jane Green for advice and seek support on tender. Telecom provider 2025 (phone lines to be obsolete) Further discussions to take place at P&F Committee. – <b>Complete</b>	HB/ P&F	Spring 24
04	Book scrutiny – note of visit be shared with governors. To be discussion at Standards and Curriculum Committee. ES to action. – <b>Complete</b>	ES	Spring 24
05	Incidents and harm towards pupil - Discuss further at Safeguarding meeting and SEND for follow up. – further discussions to take place between ES and MC.	ES & MC CM	Spring 24
06	Parental questionnaire - Governor support required on the analysis, critical stance, overall positive. Governors share and collaborate with school. TP and RT to analyse data/graphs etc. and share with Governors. – <b>Ongoing</b> Action: ES to send Teams Link to TP. Action: CM to add as agenda item for FGB Summer 2	TP/RT/E S CM	Summer 2

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4.	<b>Budget Update</b>  HB gave an update on the budget situation.  <a href="#">Budget Actuals Feb 24</a> shared in advance and HB is currently working on March budget actuals. March version is healthier than expected with unbudgetable savings (planned) £30,000 in grants and incomes and loss of SLT member (DHT reduced hours to part-time). However, 2 staff members are currently on maternity leave. Next financial year, however, is not as encouraging, due to big spends, falling PAN, shared parental leave payments (up to £10,000 per person) etc. Shared parental leave payment is a manipulation of the policy, awarding 10 weeks paid holiday in addition to maternity allowance, resulting in further budgeting required for maternity payments, noted this is only applicable to teaching staff.  Savings made last year, had an effect this year. Mindful of the brutal cuts required and that the possibility of cuts might not be enough. County wide deficit, however Safeguarding route needs to be considered. “safe” when making cuts.																																					

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HB reported that several costs were not able to be budgeted for, due to the rapid increase of energy costs for example, electricity bill from £26,000 to £33,000, gas bill from £12,000 to £16,000, hall floor £10,000, painting, carpets, roof and ongoing maintenance, white boards replacing, replacing computers 2025, due to unsupported IS infrastructure for Microsoft.

Factoring in costs for next 4 years, bigger more strategic plan to maintain the school, and improving forecasting. Next year consider solar panels to reduce energy costs in the longer-term.

#### Pre-school finances

Debts outstanding, newly broken even, however, numbers attending in September looking good due to free childcare offers (30 hours for 9 months). Small changes underway moving forward with weekly Stay and play sessions. Criticism, not wrap around care. RT/ES/TP and Finance are monitoring financial progress.

Governors asked a variety of questions around the budget updates provided.

#### *A governor asked if there is a current staff member requesting shared paternity leave?*

Yes, application has been received, process and policy to follow. The policy states "shared parental leave" relating to the individual taking maternity leave. The partner claims and transfers the maternity leave to the individual taking maternity leave. Resulting in staff member being paid full pay during summer holidays when unable to set objectives/work. Follow up discussions to take place at People & Finance Committee.

**Action: ES to forward information to all regarding shared paternity leave.**

ES

#### *A governor asked if there is money available for installation of solar panels?*

Yes, £20,000 funds available.

#### *A governor asked if the budget is Ok this year, how about next year?*

£100,000 for the whole financial year this year, effected by drop in class size, 2 teachers, loss SEND Year 6. Next year is a bigger concern, with 12 classes and if PAN numbers do not increase.

#### *A governor asked if this would result in 1 Reception class and how easy is it to increase?*

Yes, increase is easy, decrease PAN harder to manage. 2 years in advance via LA predicted numbers.

#### *A governor asked how many children selected Pendragon as their first Primary School choice?*

28 first choice. Future new housing development eventually resulting in increased PAN.

#### *A governor asked if this would mean merging foundation and Year 1?*

No, 1 foundation class, 33 children in total.

#### *A governor asked if this would mean potentially making a teacher redundant?*

Not in September, due to maternity leavers.

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	<p><i>A governor asked if the Maternity supply cover is on a fixed term contract?</i> Yes, fixed term cover supply ends Summer. Autumn term, 2 teachers. If predicted higher than 33 PAN, though 2 classes will be needed.</p> <p><i>A governor asked what is the process for redundancy and if so, when?</i> Not yet, next step for People &amp; Finance Committee to create a business case with the intention of reducing staffing levels, potentially, 1 teacher and 2 TAs. <b>Action: Summer 1 People &amp; Finance to discuss, and present at Summer 2 FGB.</b> <b>Action: CM to add as an agenda item for Summer 2 FGB.</b> Agreed, during People &amp; Finance Committee September 2023, to spend monies at the time with the caveat of emerging from COVID restrictions etc.</p> <p>SFVS RT shared the School Financial Value Standard via GovHub in advance of the meeting. All Governors reviewed the SFVS. – All agreed as finalized.</p> <p>Thank you to HB, RT, and ES for providing the budget information.</p>	F&P CM
5.	<p><b>Headteachers report</b></p> <p>The headteachers <a href="#">report</a> was circulated in advance of the meeting via GovHub.</p> <p>2 pupils have arrived since the report was produced.</p> <p>Noted that DHT TB is retiring resulting in DHT recruitment.</p> <p>Deputy Headteacher Recruitment DHT advert currently live, and dedicated Recruitment Committee in place. The closing date for applications is next week. After sorting advise from EMP the salary range agreed was L7-L11 in order to attract the right candidate. Budgetted for L7.</p> <p>Currently 13 potential applicants have shown an interest in the DHT position requesting visits. Shortlisting to take place next Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> March. Successful shortlisted candidates will be invited to Interviews on Tuesday 16<sup>th</sup> and Wednesday 17<sup>th</sup> April with the view to appoint before the end of April and start date September 2024.</p> <p>Thank you to the Recruitment Committee, TP, AS, KG, ES and AB. Range of applications received from Headteachers, Phase Leads and Deputy Headteachers. Current 14 Head Teacher posts advertised in the County, highlighting the high need for succession planning. 1 day a week ES is undertaking strategy, finance etc, need to be more room, with dedicated HT time.</p> <p>Thank you to Tracey – maths handover. Attendance - SEND, EHCP fallen below due to medical needs and SEND.</p> <p>Noted thanks to ES duties – caretaking.</p> <p>SEN/CiC not shared.</p>	

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PPG – Good, positive feedback, pleased with attendance. 8 in person, 15 online.

#### Wellbeing

The Wellbeing Governor Training was very good, the presentation has been uploaded to GovHub in People & Finance Committee folder.

NW to join People & Finance Committee, and cover Wellbeing. Governors continue to support Wellbeing.

Biggest impact on wellbeing, email embargo, the outcome has been transformational.

The following questions were raised during the meeting in relation to the HT Report.

#### Pupil's behaviour

*A governor asked if the 8 children were included in the 10?*

No, the 8 children are in addition too, 21 children in total.

*A governor asked about Child C, if we, the school, provide the tuition at home?*

No, County have ownership of the funds. The child needs a place in Special School, still included in schools' figures, yes, however difficult to be in school due to safeguarding. Weekly call, on roll, not present in school. Family not elected to home school.

*A governor asked how Child C is recorded in relation to attendance figures?*

Special code – segregated – exclusion – exclusion code does not affect attendance figures.

*A governor asked on clarification if Child J was currently in Year 6?*

Yes, Year 6, last term before secondary school. Specialist provision sort, however, no space or EHCP in place. Child J, challenging, grieving family, still waiting an EHCP, challenging behaviour, emotional wellbeing, distressing.

*A governor asked if Child J has a Secondary school place?*

Yes, however not at an appropriate/adequate setting, requires a "Specialist Unit."

*A governor asked is the explicit racial language incident included the 10?*

Separate, not including the 10.

*A governor asked is there 1:1 TA support, without a EHCP in place?*

Staffing remains the same, however the spending unfunded without a EHCPs. Do not budget until EHCP is agreed.

Unfunded £30,000 "SEND" not increasing SEND this year. Not increased since 2018. 52% school fund with EHCP in place.

*A governor asked why was it internal suspension?*

10 records of physical harm, same 3 yes – not always harm towards adults.

Internal suspension does not have to be formally logged. Different in degree of severity.

*A governor asked how number of days for exclusion is decided?*

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	<p>Seek advice from Inclusion Team. Working towards, 45 days a year, permanent exclusion. Consider the best outcome for staff and children.</p> <p>Child H – perusing another child, first time vs persistent disruption of school environment.</p> <p><i>A governor asked what “soft” attendance means?</i> Awareness, poorly, no of episodes, making you “aware.”</p> <p><i>A governor asked about suspensions?</i> Exclusions training highlighted first breach, child no more than 15 days in 1 term. However, a meeting with Governors and discipline Committee a decision would be made as whether to uphold the decision or not.</p> <p><b>All agreed a disciplinary Committee to be formed when required.</b></p> <p>Action: TP to check Government Guidance regarding exclusions and suspensions. Action: ES to share spreadsheet.</p> <p><i>A governor asked, for the disciplinary Committee panel, is there a requirement that Governors have completed the training and been in post for 12 months, if this is the case do we have enough Governors?</i> 2 separate panels would be required, a discipline Panel and IVR panel (next steps). Not to include chair, and 3 Governors required who have attended Exclusions Training. Can not include former Governors, or DHT.</p> <p>Noted thanks to KG on her work around EHCPs and gathering the information. Noted thanks to all staff dealing with these ongoing cases.</p>	TP ES
6.	<p><b>SDP, vision, and ethos</b></p> <ul style="list-style-type: none"> <li><b>All Governors to reflect on vision.</b></li> </ul> <p>TP thanked all for the feedback and comments received. ES/AB &amp; TP meet to discuss the feedback and created a summary. TP presented a number of variations to the Governing Board.</p> <p>Action: TP to circulate summary of feedback and discuss at FGB Summer 2. Actin: CM to add as an agenda item FGB Summer 2.</p>	TP CM
7.	<p><b>Deputy HT Recruitment</b></p> <p>Covered under Head Teacher’s Report.</p> <p><i>A governor asked, with TB retirement, will TB automatically retire from the Governing Board?</i> No, can resign or choose to stay as TB in a Co-opted Governor not a Staff Governor. Action: TB to discuss with ES.</p>	TB & ES
8.	<b>Safeguarding</b>	

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	<p>Week commencing 22<sup>nd</sup> April MC is planning to meet with ES. MC mentioned concerns around the usefulness of the Report template format and would like to propose adopting the GovHub Safeguarding Report and Governor Visit templates moving forward.</p> <p>Action: CM to forward report and visit templates to TP.</p> <p>Action: ES to contact Tina Hubbard, LA Advisor, regarding guidance and clarification around pro forma safeguarding section and report and visit templates.</p> <p>Action: TP to add safeguarding comments section to the Monitoring Report form.</p>	CM ES TP
9.	<p><b>Policies to review.</b></p> <p>None</p> <p>Action: ES &amp; AB to look at updating the EPM Personnel Policies.</p>	ES & AB
10.	<p><b>Committee updates</b></p> <p><b>10.1 Curriculum and Standards</b> Meeting took place on 18<sup>th</sup> March, minutes to be shared soon. In summary, fast track subject visits making progress, introduction of schemes to support teaching and learning, funding new phonics scheme (Little Wandle). The next steps foundation subjects. Focus on fast lane subjects next year. Future meeting dates 29<sup>th</sup> April 5.15pm, Data, 1<sup>st</sup> July 5.15pm.</p> <p><b>10.2 People and Finance</b> Meeting took place on 5<sup>th</sup> February, minutes shared in advance of the meeting. Covered, DHT recruitment, Lettings Policy, Finance, and exclusion planner. Agreed to postpone staff survey (time and sickness) and discuss at next meeting. Proposed 23<sup>rd</sup> April for next meeting. No meeting took place this half term, as postponed due to availability.</p> <p><b>10.3 Premises, Health &amp; Safety</b> Lack of capacity and accountability missing due to ES workload. Consider for next meeting and add to top of Committee Updates for next FGB. ES and HB no capacity to Chair. Look at sharing Chair role. Action: CM to add Premises, Health &amp; Safety Committee update as priority for next FGB agenda item. Action: TP to email, and invite Governors to date of next Premises, Health &amp; Safety Committee meeting.</p>	CM TP
11.	<p><b>Governor Business</b></p> <p><b>11.1 Governor training/briefings</b> TP attended Analysing Data, Exclusion Training (11<sup>th</sup> March) and first part of Taking Chair training (14 March) second part scheduled for June. AB attended Allegations against HT Training (27<sup>th</sup> February).</p> <p><b>11.2 Governor visit schedule</b></p>	

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	<p>High level up to date. General Behaviour monitoring visit in school and supporting children to behave appropriately. Assess how low-level behaviour is impacting school. <b>Action: AP to send documents/information to AS and TB.</b> <b>Action: AS, TB and TP to arrange a date.</b></p> <p><b>11.3 Monitoring Visits</b> TP – Maths SATS June ES &amp; MC – Safeguarding w/c 22<sup>nd</sup> April AP - Geography – week before C&amp;S Committee Meeting. C&amp;S Committee thanked all who visited in time on Monday and AP for picking up Geography late notice.</p> <p><b>11.4 Vacancies on the Governing Board and recruitment</b> 1 application received for Governor role (Co-opted Governor) Tim Wong. Tim has been offered the position and accepted. <b>Action: CM to send Welcome email (meeting dates, training, documents etc)</b> <b>Action: TP to contact school office to organise a school email address for new Governor</b></p> <p>AP announced she will be stepping down from the governing body at the end of summer term after 15 years. <b>Action: AP to send a follow up email to the Governing board and make staff aware.</b></p> <p>Noted to check Governor term ends, next term expires March 2025.</p>	<p><b>AP AS/TB &amp; TP</b></p> <p><b>CM TP</b></p> <p><b>AP</b></p>
12.	<p><b>SEND</b></p> <p>AS was not present at the meeting to provide an update. The visit has taken place.</p>	
13.	<p><b>Dates of future meetings</b></p> <p><b>Action: TP to send a poll asking for availability via WhatsApp for full day meeting in July.</b></p> <ul style="list-style-type: none"> <li>Wednesday 8<sup>th</sup> May at 6.30pm</li> <li>24<sup>th</sup> June 2024 – tbc - Full day meeting to be scheduled for July.</li> </ul>	<b>TP</b>
14.	<p><b>Consider impact of meeting</b></p> <p>Understanding of budget position. Vision – clear Conscious approach Challenged HT Report Positive interest in DHT recruitment Governor training attended. New Co-opted Governor, 1 Governor resignation</p>	
15.	<p><b>Any other business</b></p>	

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The meeting closed at 9.10pm

Questions	Green italics
Decisions	Blue bold
Actions	Red

### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from 19<sup>th</sup> June 2023</b>			
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Held on Wednesday 20<sup>th</sup> March 2024 at 6.30pm

#### **Actions from 15<sup>th</sup> January 2024**

01	RT to upload Budget Update to GovHub. – Ongoing – RT and HB upload monitoring reports monthly in FGB and/or Finance and People folder.	RT	ASAP
02	Pre-school in Bromcom – going to start this process, currently details in an excel document. Action: ES to report back to TP. – Ongoing. Action: CM to add as agenda item for FGB Summer 2	ES CM	Summer 2 FGB
05	Incidents and harm towards pupil - Discuss further at Safeguarding meeting and SEND for follow up. – Ongoing Further discussions to take place between ES and MC. Action: CM to add as agenda item for FGB Summer 2	ES & MC CM	Summer 2 FGB
06	Parental questionnaire - Governor support required on the analysis, critical stance, overall positive. Governors share and collaborate with school. TP and RT to analyse data/graphs etc. and share with Governors. – Ongoing Action: ES to send Teams Link to TP. Action: CM to add as agenda item for FGB Summer 2	TP/RT/E S CM	Summer 2 FGB
11	ES to follow up with Tina Hubbard regarding policies around informing/announcements of pregnancies and sharing with Governors. - Ongoing	ES	Summer 2 FGB
12	ES to share with all. 2 documents with Operational vs Strategic language - Ongoing	ES	Summer 2 FGB

#### **Actions from 20<sup>th</sup> March 2024**

01	Minutes of the previous meeting Amendment noted: Governors would be informed of leavers via email.	CM	ASAP
02	ES to forward information to all regarding shared paternity leave.	ES	ASAP
03	Summer 1 People & Finance to discuss reducing staffing levels, and present at Summer 2 FGB. CM to add as an agenda item for Summer 2 FGB.	ALL/CM	Summer 2 FGB
04	TP to check Government Guidance regarding exclusions and suspensions. ES to share spreadsheet.	TP & ES	
05	School Vision: TP to circulate summary of feedback and discuss at FGB Summer 2. CM to add as an agenda item FGB Summer 2.	TP & CM	Summer 2 FGB
06	TB to discuss with ES if TB would like to remain as a Co-opted Governor after retirement.	ES & TB	Summer 2 FGB

Signed by Chair of Governors ..... Date

# PENDRAGON COMMUNITY PRIMARY SCHOOL

## Governors Meeting Minutes

Pendragon Community Primary School  
Varrier Jones Drive  
Papworth Everard  
Cambridge  
CB23 3XQ

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Held on Wednesday 20<sup>th</sup> March 2024 at 6.30pm

07	CM to forward Safeguarding report and visit templates to TP.	CM	ASAP
08	ES to contact Tina Hubbard, LA Advisor, regarding guidance and clarification around pro forma safeguarding section and report and visit templates.	ES	Summer 1 FGB
09	TP to add safeguarding comments section to the Monitoring Report form.	TP	ASAP
010	ES & AB to look at updating the EPM Personnel Policies.	ES & AB	Summer 1 FGB
011	CM to add Premises, Health & Safety Committee update as priority for next FGB agenda item. TP to email, and invite Governors to date of next Premises, Health & Safety Committee meeting.	CM & TP	Summer 1 FGB
012	General Behaviour monitoring visit. AP to send documents/information to AS and TB.	AP	ASAP
013	AS, TB and TP to arrange a date for General Behaviour monitoring visit	AS/TB & TP	ASAP
014	AP to send a follow up email to the Governing board and make staff aware of stepping down.	AP	ASAP
015	TP to send a poll asking for availability via WhatsApp for full day meeting in July.	TP	ASAP
015	All Governors agreed for subject leads to be invited to the June/July FGB meeting and for Governors to ask questions in advance.	ES	Summer 2 FGB