

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 8th March 2021 at 6.30pm – Via Microsoft Teams

Present:

Carol Shaw (CSh) – Head	Pam Strowgger (PS)
Babs Nichols (BN) – Chair	Jake Turner (JT)
Tracey Brown (TB)	Kim Robichaud (KR)
Anya Poole (AP)	Katie Vickers (KV)
Richard Tolley (RT)	Stuart Umney (SU)
Helen Birdsall (HB)	Beth Walliker

In attendance: Lorna Lawrence – Clerk

		Action
1.	Welcome and apologies for absence. BN welcomed everyone to the virtual meeting. Apologies received and accepted from James Fletcher. The meeting was quorate.	
2.	Declarations of Interest. There were no new declarations of interest. Standing interests: <ul style="list-style-type: none">• HB works as Finance Officer in the school.	
3.	Minutes of previous meeting (25/01/21) & Matters arising The minutes were accepted as an accurate record. The actions from last meeting were discussed and the action log updated.	
4.	Sub-Committee reports Finance - RT has had a meeting with the financial advisor to start the budget planning process. The school is on course to have a balance of 30k-40k. It is a strong budget with the school in a comfortable position. Some of the things that will be looked at for spending is TA support, painting and decorating and Covid catch up. The process of updating the school's financial standards has started. Will also be looking at pupil premium and PE premiums and the catch-up plan.	

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There will be a further meeting with the finance advisor on 21st April with a finance meeting due on 26th April to look to sign it off.

A governor asked how much of the balance has been ringfenced for catch up. It is in addition to the catch-up money. The school has not been able to employ as they would have wanted to during this time.

A governor asked if there was going to be a requirement for reducing staff hours next year. It does not look necessary at this point.

A governor asked if the school will be operating with the same number of classes next year? Yes.

The way the multipliers work is changing from September, the minimum per student will be going up. In summary the budget is looking quite strong.

Premises – The FGB has agreed the quote for the new oven prior to this meeting via email. There were challenges made and answered, all parties happy and the oven has been purchased and installed. The next meeting will be taking place in the next few weeks. There are pockets of the school that need some attention, but it isn't as bad as first thought. The field is drying up and are hoping that after Easter they will be back on it. Chasing is ongoing to the insurers about the hedge cutting.

Personnel – The committee have been working on things via email with a deadline of 12th Mar for policy comments. AP has been receiving the guidance notes and EPM notes when they come in and is keeping in touch with staff via emails. There is a SLT meeting on Wednesday where there will be a well-being update. During the last FGB the governors agreed a loan for a member of staff due to EPM errors, fortunately everything was sorted in time and the cheque returned. The committee will keep an eye on EPM as the school have not been happy with their recent performance, particularly on the payroll side.

A governor asked if all staff have returned to school following the lockdown. 1 support staff member is on unpaid leave, 1 is signed off sick and 1 lunchtime supervisor is off with a broken ankle.

Standards – a meeting has not been held yet due to the current circumstances, however BW sat on a teams lesson, has written a report which is saved in the visits folder but headlines where that it was a fantastic lesson, the children were engaged, lots of positive language was being used. The next committee meeting will be set up soon.

Early years – The committee has met, and report been sent round to all on the FGB. There are no issues to report. The new framework that is being launched

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	<p>in September is being used. The idea is that it is more intuitive, the children are either achieving or they aren't. Natalie and her team have taken and run with it and are training everyone on it. For foundation catch up they wanted things for physical development so have received a new mini climbing frame and a mud kitchen. The number of children starting in September isn't that great for the preschool but historically there is always a bigger uptake in January and with flagship homes building the numbers will go up.</p> <p>SENDPP – a date will be set to meet for the first week back after Easter. The children have all been kept a close eye on during lockdown and adjustments have been made where necessary.</p> <p>A governor asked if the children had returned positive and happy today yes, they have.</p>	
5.	<p>FGB moving forward</p> <p>AP's term of office ends in Mar, she has agreed to extend her term by another 4 years. All governors are in favour of this.</p> <p>The chair thanked KR for her service to the FGB. No one else came forward to become vice chair so AP was approached and has agreed, and all are in agreement.</p> <p>Further suggestions were made by the chair:</p> <p>JT to move into a co-opted position.</p> <p>PS to move into a co-opted position in Apr.</p> <p>SU is leaving the LA position in June so the chair is to speak with BW and JF about moving into that position.</p> <p>This would leave 3 parent vacancies in April and then June. The chair has received 4 applicants so it will go to vote on Friday. The suggestion is that the parent who received the least votes to become an associate member.</p> <p>All FGB were in agreement with these proposals.</p> <p>A proposal document was sent to all prior to the meeting regarding the restructure of the FGB meetings going forward and the reduction in the number of committees.</p> <p>A governor stated they liked the idea of the first meeting of the academic year being a day all together and believes it would be very productive.</p> <p>A governor asked if was expected for people to take a day off work. Yes, some employers offer volunteer days and for teachers it could be that the school offer to cover the supply costs.</p> <p>The chair asked what governors thought about reducing the committees to three. The response was that based on the explanations is sounds efficient. The governors had a discussion around how the curriculum committee might be structured.</p> <p>A governor asked how many meetings there would be for each committee. Not more than one per term; however, additional meeting could be called if</p>	

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	necessary. There would be 6 FGB's across the year. In principle the governors agree to the new structure. The chair will move forward with it and do more work on it.	
6.	Headteachers Report The headteacher gave a verbal report covering the following items: Staffing and children <ul style="list-style-type: none">• 94% staff in school and preschool taking LFT 2x a week, every bubble has at least one member of staff taking test• All families returned today• School very loud Safeguarding <ul style="list-style-type: none">• One new CIN family in school – attended school since moving into village Curriculum <ul style="list-style-type: none">• Virtual visit from LA March 19th – to be arranged at SLT this week• Remote learning for bubble closure on website• Average week analysis completed on attendance on morning session of live lessons- school average 97% - some individuals who we were aware of and some illness• SLT all had CPD with Alison Anderson(HT from Buckden) completing gap task before a further meeting before the end of term• AM and KT on maths hub training for Early years maths• 2 TAs completing maths hub training for specialist mathematical knowledge• EYFS team leader has attended leadership briefing (in addition to early adopter work)• Support from English LA adviser has been given to each year group on English planning• Next 2 week's staff meetings on 'Flotsam' a whole school writing project to start after Easter across the school• SP on STEM training which has been shared with Y5/6• TB attended National Tutoring training webinars- children to be identified for this before Easter• TB CPD from maths adviser• SW and BJ completing diminishing the difference project in maths across Year 6• CM and CB completing diminishing the difference project in English across Year 5	

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	<ul style="list-style-type: none">• Blue Smile team approach ready to start after Easter <p>COVID update</p> <ul style="list-style-type: none">• Risk assessment update for January and put on school website• Blue Smile (individual counselling) continuing• Music teachers (rock steady, piano and guitar) back in school individual work from Monday 15th groups work after Easter RA have been seen for all• Football clubs after Easter• Lunchtime routines including additional emptying of ins and cleaning of toilets working well• Lunch- all staff back so choice 5 hot meals until Easter then we will review <p>A governor asked about Blue smile and it being all encompassing. It will be reviewed every term. It can take up to 16 children. People that are coming in have varying levels of skill so can be matched up to the appropriate child.</p>	
7.	Safeguarding The school has one child in need, but they have been in attendance every day. There is a conference in April.	
8.	Policy agreements None to be reviewed.	
9.	Risk Assessment Ratification The risk assessment is on the website. There were no questions from the governors and all happy with to sign this off.	
10.	Recovery plan The last issue was on 12 th February and was circulated. All governors to make sure that they have read it.	
11.	Any other business The chair thanked CSh and TB for all their hard work in getting the school back	

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	up and running.	
12.	Date of next meeting 26 th April 2021 7pm (via Microsoft Teams) 18:30 – 19:30 – Finance 19:30 – 20:30 - FGB	
13.	Meeting Review <u>Items to be carried forward/not discussed</u> None <u>Actions to be addressed before next meeting</u> See actions highlighted in minutes	

The meeting closed at 19:55