

# 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 19<sup>th</sup> June 2023 at 6.30pm

**Present:**

<b>Emily Samuels (ES) – Head</b>	<b>Annette Gear (AG)</b>
<b>Babs Nichols (BN) - Chair</b>	<b>Annika Bennett (AB)</b>
<b>Tracey Brown (TB)</b>	<b>Tom Pinnock (TP) –</b>
<b>Anya Poole (AP)</b>	<b>Vice-chair</b>
<b>Richard Tolley (RT)</b>	<b>Marika Chapman (MC)</b>
<b>Natalie Willmore (NW)</b>	<b>Alyson Staples (AS)</b>
<b>Senthil Natesan (SN) – arrived at 6.50pm</b>	

**In attendance:** Lorna Lawrence – Clerk

		Action owner
1.	<b>Welcome and apologies for absence.</b> <b>Declarations of interest</b>  BN welcomed everyone to the meeting and thanked everyone for attending.  No Apologies were received  The meeting was quorate.  No new declarations were made.	
2.	<b>Minutes of previous FGB meeting (09/05/23) &amp; Matters arising</b>  The minutes from the FGB were accepted as an accurate record.  The actions were discussed, and the action grid updated.  Attendance figures were looked at – the majority is explainable absence but there are two children that are being monitored. More attendance meetings with parents will be held next year.	
3.	<b>Headteachers report</b>  The headteachers report was circulated during the meeting and will be loaded onto governorhub following the meeting. The following areas were discussed or noted.	

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	<p>The headteacher explained that where it is stated that the SLT are developing the new curriculum they are embellishing the current curriculum.</p> <p>There has been a significant increase in behaviour incidents logged since the last headteachers report.</p> <p><i>A governor asked with regards to the logs on My Concern and how many children it relates to, for example there were 19 concerns logged in May but was that 19 children or 10 children. The headteacher will find out this information.</i></p> <p>There will be more training on My Concern and all SLT will be trained as DSL or deputy DSL.</p> <p><i>A governor highlighted that June logs of concern look high already</i> There has been an increase in anti-social behaviour in the village and concerns logged by the public, after investigations a lot of the incidents weren't from children at the school.</p> <p>An update on the fence was given – this is now with County to look at.</p> <p>There are two more potential strike days one on the school fete date, but the headteacher believes at this point the fete should still be going ahead.</p> <p><i>A governor asked how the behaviour logs compare to Spring and Autumn</i> It is higher, but this is believed to be because staff are being more thorough in their reporting. It was noted that the school are looking into moving logging behaviour on My Concern.</p>	ES
4.	<p><b>Committee reports</b></p> <p>Personnel – the last meeting was on 21<sup>st</sup> March and the minutes have been circulated. New staffing was discussed, and the disciplinary process was discussed. AS will now be on the headteacher appraisal panel, this was checked with governor services, and it has been confirmed that this was not a conflict. The next meeting is 4<sup>th</sup> July. There are 6 leavers that governors will be conducting exit interviews on and there will be 2 end of ECT interviews to complete.</p> <p>Resources – The committee hasn't met since the last FGB, the plan is to have one more meeting before the end of term.</p> <p><i>A governor asked how the catering was going</i> It is going well, the quality of food is much better, and they seem accommodating but there is no comparative data at this point.</p>	

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5.	<p><b>Safeguarding</b></p> <p>The safeguarding report and safeguarding visit report was circulated prior to the meeting. The Single Central Record was checked and there were some gaps with governors that are being addressed.</p> <p><i>The headteacher will check with Rachel Schofield about keeping ID documents on file.</i></p> <p>The governors had a discussion about a potential complaint and the procedure that should be followed.</p> <p>A further meeting will be scheduled before the end of term.</p> <p>No other issues were discussed.</p>	ES
6.	<p><b>Policies to review</b></p> <p>The process for policy ratification is being reviewed.</p> <p>The charging and remissions policy has been reviewed and was put on governorhub just before the meeting. <i>Governors will review this policy and ratification will take place after the meeting.</i></p>	All
7.	<p><b>Governor Business</b></p> <p>Visits – governors gave an update on the visits that have taken place and those that are booked before the end of the academic year.</p> <p>Training – AS and SN gave an update on training they have been on and what has been booked.</p> <p>Committee Structure – Governors have recognised that Data and Standards isn't being challenged enough and had a discussion on potential committee structures going forward. Training is going to be provided on the topic of operational v strategic to help guide the governors. Advice will also be sought from governor services about committee structures. No decisions have been made and will be confirmed during the governor day in September.</p> <p>Governor membership was discussed. BN will be stepping down from the Chair. Discussions were held on whether BN and AP will remain on the governing board. No decisions were made, and this will be covered in the September FGB. RT is stepping down as finance chair but would like to remain as a governor. <b>Decision – all governors in agreement to co-opt RT for another term.</b></p>	

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	The LA governor vacancy paperwork for TP has been submitted to governor service.	
8.	<b>Dates of meetings for academic year</b>  22 <sup>nd</sup> September 2023 – governor day & FGB 6 <sup>th</sup> November 2023 15 <sup>th</sup> January 2024 4 <sup>th</sup> March 2024 7 <sup>th</sup> May 2024 24 <sup>th</sup> June 2024	
9.	<b>Consider impact of meeting</b> <ul style="list-style-type: none"><li>• Looked at responsibilities of the governors and the plan for the future.</li><li>• Discussed strategic v operational.</li><li>• Safeguarding update.</li><li>• It has been discussed the need for the headteachers report to be submitted in time.</li><li>• More emphasis on standards and data is needed next year</li><li>• Lots of monitoring visits have been planned.</li></ul>	
10.	<b>Any other business</b>  Any outstanding visit reports have been asked to be submitted by 3 <sup>rd</sup> July.	

The meeting closed at 8.05pm

### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from 9<sup>th</sup> May 2023</b>			
3	<i>review of the monitoring visit template to take place to look at key questions that are relevant to Pendragon.</i>	BN, TP	Autumn 23
5	<i>Headteacher to provide more detail on the RAG rating on the action plan</i>	Head	Autumn 23
<b>Actions from 19<sup>th</sup> June 2023</b>			

Signed by Chair of Governors ..... Date .....

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1	<i>Establish how many children the concerns logged refer to</i>	ES	Summer 23
2	<i>Find out what IDs should be kept on file</i>	ES	Summer 23
3	<i>Governors to read and ratify the charging and remissions policy</i>	All	Summer 23