Governors Meeting Minutes

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

Minutes of the Full Governors Meeting

Held on Friday 22nd September 2023 at 11am

Present: Emily Samuels (ES) – Head Tom Pinnock (TP) – Vice-chair Annika Bennett (AB) Senthil Natesan (SN) Anya Poole (AP) Richard Tolley (RT) Natalie Willmore (NW) Annette Gear (AG) Helen Birdsall (HB) Marika Chapman (MC) Tracey Brown (TB) Aly Staples (AS)– arrived at 12.35pm

In attendance: Charlene Monk – Clerk

	Agree Nominated LA governor role. TP is now appointed as the LA Governor.	
	TP is now appointed as the LA Governor.	
2.		
	Elect chair and vice-chair of governors	
	Nominations were discussed during the meeting, and it is now confirmed the Decision: Tom Pinnock will be Chair and Annika Bennett is confirmed as Vice Chair.	
3.	Welcome and apologies for absence.	
	TP welcomed everyone to the meeting and thanked everyone for attending.	
	No apologies received. Noted that AS will attend the meeting late.	
	The meeting was quorate.	
4.	Declarations of Interests (sign pecuniary interest forms)	
	Action01: All governors are reminded to log their declarations of interest of GovernorHub.	on All
5.	Minutes of previous meeting (19/06/22) & Matters arising	
	The minutes were accepted as an accurate record.	
	The actions were discussed.	
	No. Action Owner Timescale	
	Actions from 9 th May 2023 Ed by Chair of Governors Date	

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3 review of the monitoring visit template to take TP Autumn 2023 place to look at key questions that are relevant to Pendragon. Autumn 2023 5 Headteacher to provide more detail on the RAG rating on the action plan Head 1 Establish how many children the concerns logged refer to ES Carry over 2 Find out what IDs should be kept on file ES Carry over Monitoring Visits (action item 3 – 9 th May 2023) TP undertook a working group session looking at templates for monitoring visits TP informed all that the current templates were overly complicated. TP suggested using the simple GovHub knowledge templates for monitoring visits/connections and learning walks. TP shared the two templates with the group. Decision: All agreed to implement the two new templates/forms moving forward and suggest reviewing in January 2024. CM - FGB Jan 24 On a separate note, A governor asked if there could be a tidy up/housekeeping of governor hub documents, files, archiving etc and actions to be agreed. CM Currently AS and CM are the two achive and start from September 2023 Action04: AB and RT agreed to perform housekeeping and file maintenance of Gov hub. CM Finance Matters HB stated that the cost of hiring or buying a Musical Instruments is VAT free. Discussed the idea of asking the parent for a small donation to the school as the item is VAT exempt. Decision: All agreed in favour of this. HB reported that the ParentPay system cha		on Friday 22 rd September 2023 at 11am			
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	Governors Allowance Statutory Policy to be added to Code of Conduct. The policy	
	states that no allowance can be claimed as a Governor.	
	Action06: ES to add the Governors Allowance Statutory Policy to the Policies	ES
	Folder section in GovHub.	
	Governor expectations – this was circulated during the meeting for governors to	
	read and sign. This forms part of the Code of Conduct.	
	Link governors – governors ran through the list of roles, and all were in agreement	
	with links assigned.	
	Suggested that the Head and Chair should be informed if Governors are visiting. It	
	was mentioned during the meeting that a shared calendar would be more efficient	
	way to inform the Head, school office and Chair and the Visit report can be	
	included as an attachment. AB reported that a Shared Governance Calendar exist	
	currently.	
	Action07: AB to locate the Shared Governance Calendar and grant access to all	AB
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7.	FGB members.	
7.	Sub Committee roles, membership, and meeting dates	
	The structure of Sub-Committees is to be agreed. 3 Committees were presented to	
	all.	
	People and Finance	
	 Premises and Health & Safety 	
	Curriculum and Standards	
	Decision: all in agreement.	
	Decision: Agreed to review the committees mid – end of year, Committees to have	
	no fixed term.	
	no fixed term.	
		СМ
	Action08: CM to report back on other schools' Committee models.	CIVI
	Monitoring reduced last year with minimum oversight from a Governance	
	Perspective. Clearer expectations are required for monitoring to be effective.	
	Focus needs to remain on holding leadership accountable for the SDP.	
8.	Headteachers report	
	The headteachers report was circulated in advance of the meeting via GovHub.	
	The following areas were discussed or noted.	
	A governor asked regarding the attendance data for the whole of last	
	academic year. 85% and below, 2 letters under 85%, 4 persistently late.	
	Each half term the attendance data in analysed. 3 children recorded as under	
	85%, 1 due to medical issues, 1 76% which is a significant increase from previous	
	attendance, 1 new child, currently in talks with Education Welfare.	

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	A governor questioned the adjustment of the start of the school day and the impact on attendance data?	
	No impact. Action09: ES to send data after half term.	ES
	Reduction of SLT and staffing structure with open introductions, to reduce stress/burden for the Deputy Head. The Staffing Structure has been shared with all staff. TB classroom time is 2 days and most TAs have moved to providing 1:1 support. All staff to work together as a joint effort, appraisal split and will be informed in advance as to who will be responsible for their appraisal.	
	Leadership Time and NW Team has reduced in size, closely monitor the utilising of skillset.	
	120 Child – EYS, KS1 and preschool.	
	336 schools (from 390) cannot increase LT.	
	A Governor asked when is Georgie back? Spring	
	A Governor asked Is this the intention in class all year. Yes.	
	A Governor asked if questions can be asked to the Headteacher via GovHub? Yes – Decision: all in agreement that comments/questions can be asked via GovHub.	
9.	Safeguarding	
	The safeguarding report, from the visit before the summer, was circulated prior to the meeting.	
	Action010: AB to send ES the year end safeguarding report with statistics for EM to forward to the LA.	AB / ES
	MC handover is now complete and is the Safeguarding Lead. A safeguarding visit has been scheduled for 17 th October 2023. Safeguarding Training will be completed in November.	
	Action011: Safeguarding contact details to be updated in school.	ES
10.		
	Highlighted the 2023 Pupil Progress and attainment.	
	Governors can log into the Fisher Family Trust reports.	
	support. All staff to work together as a joint effort, appraisal split and will be informed in advance as to who will be responsible for their appraisal. Leadership Time and NW Team has reduced in size, closely monitor the utilising of skillset. 120 Child – EYS, KS1 and preschool. 105/111 for other years. Future proof NW role and NW will have more relief time. 336 schools (from 390) cannot increase LT. <i>A Governor asked when is Georgie back</i> ? Spring <i>A Governor asked Is this the intention in class all year</i> . Yes. <i>A Governor asked if questions can be asked to the Headteacher via GovHub</i> ? Yes – Decision: all in agreement that comments/questions can be asked via GovHub. Safeguarding The safeguarding report, from the visit before the summer, was circulated prior to the meeting. Action010: AB to send ES the year end safeguarding report with statistics for EM to forward to the LA. MC handover is now complete and is the Safeguarding Lead. A safeguarding visit has been scheduled for 17 th October 2023. Safeguarding Training will be completed in November. Action011: Safeguarding contact details to be updated in school. Standards Update TB report has not been shared with SLT. Highlighted the 2023 Pupil Progress and attainment.	

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Held on Friday 22nd September 2023 at 11am The negative view of Maths is a combination of issues and monitoring requires improvement. Require support for staff, catch up groups, analyses papers and support for teachers. Decision - agree to add "support for maths at KS2" to the Curriculum Committee as a high priority agenda item. 11. Brief budget Update HB gave a brief re-cap on the budget situation. In April the Council introduced a new financial software package. This has resulted in a large volume of work; an update is due in November. Cost savings and staffing to remain the focus for the next financial year. HB is meeting with Jane in November with scenarios for budget saving. HB/ Nov Action012: HB to provide an update at the November FGB. FGB Governors had a discussion on the pre-school £5K loss, due to the fall in birthrate. The preschool open day was very successful, increase in under 3's. Looking at fees in line with Government for under and over 3's. A governor asked when was the fees last increased? The over 3's fees have not increased. The main issue is the preschool admin systems. Finance to be informed. 12. Policies to review. Policies to be reviewed are on GovHub. A large number of current policies are no longer needed/required. **Decisions-** Remove Volunteer Helpers (guidance), Individual Subjects Policies • Amalgamate the Handwriting and Library policy into the English policy. Amalgamate the PHSE and RE Link Governors into the Curriculum policy. Medication to be included in the Supporting Children with Medical **Conditions statutory policy.** Amalgamate the Data Retention and Protection policy with the GDRP ES **policy.** Action013: ES to cover with the People Committee. Amalgamate the Behaviour Policy into the Positive Behaviour Policy. • Keep the RSE – legal county stance. Governor Visits to be covered in the Code of Conduct (Practice) Accessibility Plan (2015), Permanent Exclusions & Suspensions – Action014: ES ES

to circulate and all to ratify. Decision – Safeguarding policy was ratified by governors.

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	Action015: CM and ES to work together to add a statement in GovHub to ratify each policy.	CM / ES
	One policy was due to be reviewed – Governor visits, this was circulated prior to the meeting.	
	Decision – policy was ratified by governors.	
	The draft safeguarding report was circulated prior to the meeting. Decision – include in the report to "log the concern on my concern" and remove the text "add in arch level file." Decision - All agreed – uploaded updated version onto GovHub.	
	ES mentioned the need to agree the next review cycle. Mandatory to review yearly.	
13.	Governor visits schedule 23/24	
	This will be arranged following this meeting.	
14.	Governor Training	
	Governors are reminded to attend one termly briefing per year. 2-day training next week.	
	It has been noted that training can now be booked via GovHub.	
	Once you attend LA training your training profile tab in GovHub will update automatically. You can also manually add any training you have attended in your Govhub training profile.	
15.	Dates of meetings for academic year	
	6 th November 2023	
	15 th January 2024 4 th March 2024	
	7 th May 2024 – look at rescheduling nearer the time. 24 th June 2024	
	The start time for these meetings will be 6.30pm	
16.	Consider impact of meeting Chair – positive changes, appointment of Chair, Vice Chair, and clerk Reporting Visits Committee Structures Curriculum and Standards Committee Statutory paperwork Policies and SDPs – awareness and updates	
17.	Any other business	
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Signed by Chair of GovernorsPage 6 of 8

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 AP asked all to clarify agenda and minutes format across the committee consistency and appropriate details recorded. Decision - All agreed they were happy with the current format and colour coding. Vacancies - A governor asked if we have any current vacancies? Yes, 2 parents and 1 co-op have expressed an interest. Action016: ES and TP to advertise, and TP to write a letter to the Parent body. A governor asked is we could make a parent a co-op or keep optic open? Keep options open for more scope/skills. 	ES/TP
 Decision - All agreed to organise a thank you for BN. 	

The meeting closed at 1.11pm

Questions	Green italics
Decisions	Blue bold
Actions	Red

ACTIONS:

No.	Action	Owner	Timescale
	ons from 9 th May 2023		
05	Headteacher to provide more detail on the RAG rating on the action plan	ES	Autumn 23
Actio	ons from 19 th June 2023		
01	Establish how many children the concerns logged refer to	ES	Summer 23
02	Find out what IDs should be kept on file	ES	Summer 23
Actio	ons from 22 nd September 2023		
01	All governors are reminded to log their declarations of interest on GovHub.	All	Autumn 23
02	CM to add Monitoring Visits as an agenda item for the January 2024 FGB meeting.	СМ	Jan 24 FGB
03	CM to see if other admins can be added to GovHub.	СМ	Autumn 23
04	AB and RT agreed to perform housekeeping and file maintenance of Gov hub.	AB & RT	Autumn 23
05	Standing Orders - TP to adjust, circulate and review via email.	TP & All	Autumn 23
06	ES to add the Governors Allowance Statutory Policy to the Policies Folder section in GovHub.	ES	Autumn 23
07	AB to locate the Shared Governance Calendar and grant access to all FGB members.	AB	Autumn 23
08	CM to report back on other schools' Committee models.	СМ	Autumn 23
09	ES to send Attendance Data after half term	ES	Autumn 23
010	AB to send ES the year end safeguarding report with statistics for EM to forward to the LA	AB & ES	Autumn 23
011	Safeguarding contact details to be updated in school.	TP	Autumn 23
012	HB to provide a Budget update at the November FGB.	НВ	Nov 23 FGB
013	Amalgamate the Data Retention and Protection policy with the GDRP policy. ES to cover with the People Committee.	ES	Autumn 23

Governors Meeting Minutes

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

<u>Minutes of the Full Governors Meeting</u> Held on Friday 22nd September 2023 at 11am

	Accessibility Plan (2015), Permanent Exclusions & Suspensions – ES to circulate and all to ratify.	ES & All	Autumn 23
015	CM and ES to work together to add a statement in GovHub to ratify each policy.	ES	Autumn 23
	Governor Vacancies - ES and TP to advertise, and TP to write a letter to the Parent body.	ES & TP	Autumn 23