

# 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 Monday 15<sup>th</sup> January 2024 at 6.00pm

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

**Tracey Brown (TB)**  
**Katherine Gravett (KG)**  
**Alyson Staples (AS)**  
**Marika Chapman (MC)**  
**Richard Tolley (RT)**

**Apologies:**        **Senthil Natesan (SN)**  
                          **Helen Birdsall (HB)**  
                          **Nicola Bygrave (NB)**

**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 SN, HB, and NB.			
	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 (06/11/23) &amp; Matters arising</b>			
	The minutes were accepted as an accurate record. The actions were discussed.			
	<b>No.</b>	<b>Action</b>	<b>Owner</b>	<b>Timescale</b>
	<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.	ES	Summer 23
	<b>Actions from 22<sup>nd</sup> September 2023</b>			
	01	All governors are reminded to log their declarations of interest on GovHub. – A few outstanding – CM to reminder those who have declarations outstanding. – Complete	All/CM	Autumn 23

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07	AB to locate the Shared Governance Calendar and grant access to all FGB members. – <i>Complete – All to include visits in the calendar. HB is unable to view the calendar, action AB to look into this. – Complete</i>	AB	Autumn 23
010	AB to send ES the year end safeguarding report with statistics for ES to forward to the LA– <i>Complete – Live pdf form. ES to complete for next safeguarding meeting in summer term. – Outstanding/Ongoing</i>	AB & ES	Summer 24
014	Accessibility Plan (2015), Permanent Exclusions & Suspensions – ES to circulate and all to ratify. – <i>Complete</i>	ES & All	Autumn 23
<b>Actions from 6<sup>th</sup> November 2023</b>			
01	ES to contact Kathryn for more details around the Blue Smile provision. ES to share to the new 2 Governors. – <i>Complete</i>	ES	Spring 24
02	AS to investigate further, support of EHCP applications with SEND. – <i>AS to report back to Governors at FGB. CM to add to next FGB agenda.</i>	AS/CM	Spring 24
03	TB to write up the Progress Scores report and all to ratify. – <i>Complete – discuss at Standards Committee.</i>	TB	Spring 24
04	Fisher Family Trust - TB – to send link to Parent Governors to access data. <i>Governors unable to access data due to permissions and course was a free offering – Complete.</i>	TB	Spring 24
05	Curriculum and Standards - TB to collate data (maths, writing and greater depth). <i>Cover under Pupil Progress agenda item.</i>	TB	Spring 24
06	Curriculum and Standards to feedback into next FGB meeting. CM to add as an agenda item for January FGB. – <i>Complete.</i>	CM	January FGB
07	Action: AB to circulate the policy to all staff (Individual Compensation Pay Increase). Budget in more detail, next meeting schedule for December. – <i>Complete.</i>	AB	ASAP
08	Accessibility Plan Policy – ES to look at different policies/format etc. – <i>Complete. Action – ES to add Accessibility Plan Policy to the school's website.</i>	ES	Spring 24
09	Governor's allowance Decision – change policy to discretion of the Chair of Governors regarding expenses. ES to contact Anna-Marie Cooper for guidance. <i>Sought guidance, need for a policy. Action: cover in People &amp; Finance Committee.</i>	ES	ASAP
10	TP to organise a tour of the school for the 2 new Parent Governors and assign Mentor/Buddy to shadow. – <i>Shadowing complete.</i>	TP	ASAP
11	All - Training – to remind all to share slide decks from training attended. There is a training folder in GovHub. – <i>Complete.</i>	ALL	ASAP
12	TP to upload slides from Chair training session for all to view. – <i>Complete.</i>	TP	ASAP
13	SN to share Complaints and Allegations training slide deck in GovHub after training session. – <i>Complete.</i>	SN	ASAP
14	TP to send a poll asking for availability (Tuesdays and Wednesdays work best for all) new/confirmed dates tbc at a later date. – <i>Complete. Agreed May date Wednesday 8<sup>th</sup> May 2024 at 6.30pm. (If TP unavailable AB to Chair.</i>	TP	ASAP
15	ES to contact Johnathan Lewis – request form and update on how well its doing/progress. – <i>Employee Assist Programme data – remaining open action item.</i>	ES	ASAP

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	16 Once approved minutes as draft, the minutes can then be shared with “all governors/everyone” and a note added to GovHub noticeboard with a link to the minutes. Minutes to then be ratified at the meeting. – <i>Complete</i> .	CoC	When required	
	17 Chair of Committees to record meeting attendance, CM to record meeting attendance for the FGB Meetings. CM to send minutes and attendance of FGBs to AB. – <i>Complete</i> .	CM/CoC	When required	
	18 TP to organise a date in New Year for drinks with Babs. – <i>Ongoing, AP to organise and action</i> .	AP	Spring 24	
No matters arising.				
4.	<p><b>Budget Update</b></p> <p>RT gave an update on the budget situation in HB absence. Overall, a great report.  <b>Action: RT to upload to GovHub.</b></p> <p>Pre-school influenced by reduction in the number of children and in school adjusting classes size. HB and RT meet with Financial Adviser before Christmas, new guidance on budgets, however not finalised. For 2023/24 £27,000 higher, final amount at end of year for 2023/24 £95,000. Drive by more income and per child budget increase.</p> <p><i>A governor observed that the difference was drastic.</i>                  Yes, negative to a positive, formula different for each school.</p> <p>Pre-school £23,000 more, due to increase of children enrolled, cost increase per child, admin charge introduced for new starters and snacks removed, as now provided by parents. However, admin time increased due to the planning, prep and assessment time allocation of 3 hours. To note however the new register is incorrect resulting in some overstaffed sessions. Pre-school meeting taking place tomorrow, as staff admin time is unsustainable. With systems in place, pre-school can continue, based on utilising staff members in main school or increase child numbers.</p> <p><i>A governor asked is pre-school was in Bromcom?</i>                  Yes, before enrolled, going to start this process, currently details in an excel document.  <b>Action: ES to report back to TP.</b></p> <p><b>Funding Structure</b>                  School 2024/25 projected £39,000, 2025/26 projected -£263,000, high negative due to estimated children in school, funding and adjustments, and class structure.</p> <p>Pre-school 2024/25 projected -£23,000, 2025/26 projected -£59,000. Impact of Wigwam.</p> <p>3<sup>rd</sup> year uncertainties – need to monitor class structure as this is a key driver, number of classes and impact on staffing.</p> <p>Aspens discussions has increased cost, need to seek professional in future to draw up tenders. Telecom provider 2025 (BT phone lines to be obsolete) <b>Action: HB to reach out to Jane Green for advice. Action: Further discussions to take place at P&amp;F Committee.</b></p>			RT
				ES

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	<p>Thank you to HB for providing the budget information.</p>	
<p>5.</p>	<p><b>Headteachers report</b></p> <p>The headteachers <a href="#">report</a> was circulated in advance of the meeting via GovHub.</p> <p>The following questions were raised in advance of the meeting.</p> <p><i>Y1/2 – What feedback have SLT sought and received regarding how the split year group set up in y1/2 is going? (secondary question for FGB body to ask on Monday night – what other evidence FGB need to seek to ascertain how the split year group structure is going – other than looking at data at next standards meeting).</i></p> <p>Not an easy decision, however evidence that split year groups work well for all cluster schools locally. Initial positive is the increase support and planning, in math’s Herts is a well embedded scheme, streamed phonics, and other subjects. Team effort planning lesson resulting in more time to share/collaborate. Set up and organize lessons, continuous provisions, group rotation, and considering the class as a “whole unit.” Whilst ensuring coverage across the 2 years and TA’s 80% utilized. Working on a 2-year cycle, rolling program.</p> <p>Noted when Governors meeting with Link Subject Leads, arrange a visit – link into Parental Questionnaire.</p> <p><i>SDP – I can see you have uploaded a current copy of the SDP into the meeting folder. Thanks. Is it possible for someone to update the link for SDP on the main document page to the most up to date version to avoid confusion. Much appreciated.</i></p> <p><b>Action – completed.</b></p> <p><i>Book scrutiny – can the note of visit be shared with governors?</i></p> <p><b>Action – for discussion at Standards and Curriculum Committee. ES to action.</b></p> <p><i>Incidents – significant harm towards other pupils. Will this be covered in the next SEND monitoring visit? Why not been able to escalate one family for further support? Is there anything more governors can do to support in this situation?</i></p> <p>Family Worker currently supporting the one family and social care involved. Providing positive experiences in school for the child to develop resilience with Sports Company, JS Sports, 1 afternoon each week, as an alternative provision to the classroom. Cross over into SEND provision and safeguarding.</p> <p><b>Action: Discuss further at Safeguarding meeting and SEND for follow up.</b></p> <p><i>Bullying incident raised – How are the parents now?</i></p> <p>Not the first incident, ongoing support is being provided to the parents, and the child, victim perspective, meet regularly.</p> <p><i>Attendance – can you please remind me/us what triggers the need for a letter to be sent.</i></p>	<p>ES</p> <p>ES</p>

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	<p>Grid flagged by % of information, child by child, if pattern emerges investigate further. County %, well above, individual below average investigate.</p> <p><i>Parental questionnaire – when will governors be able to see the results of this?</i>                  Governor support required on the analysis, critical stance, overall positive. Governors share and collaborate with school.  <b>Action: TP and RT to analyse data/graphs etc. and share with Governors.</b></p> <p><i>A governor asked why have suspensions increased?</i>                  Many factors, mainstream schools acting as “special need schools” as no places available in “special need schools.” Resulting in school needing to make reasonable adjustments to accommodate. If child is deemed as unsafe, suspension is issued. 2 suspensions this week.                  If the child is “dis-regulated” after 1 hour, results in removal. If permanently excluded from mainstream school, child is offered a placed in “special need school.” No spaces, results in only extreme cases allocated to “special need schools.” Ways heavy on Head Teacher and staff members emotionally, dealt with on a case-by-case basis.</p> <p><i>A governor asked is staff are trained to deal with child. (hold and calm the child)</i>                  No, only the Therapeutic way, advise for how to deal with specific children’s needs.</p> <p><i>A governor asked how are the staff after the resent suspensions?</i>                  Tough, emotional, and exhausted. All staff have access to the Employee Assistant Programme, and MPQH for Head Teacher.</p> <p>Governors acknowledged the challenges faced with suspensions and thanked all involved.</p> <p>SDP                  School ethos in place, but no “vision” yet. REACH – elaborate and tag line.  <b>Action: All Governors to reflect on vison. All to email TP by end of January with a couple of lines. Action: CM to add as an agenda item for discussion at next FGB.</b></p>	<b>TP/RT</b>
6.	<p><b>Training Updates</b></p> <p>Covered under Governor training/briefings.</p>	
7.	<p><b>Safeguarding</b></p> <p>Thank you to MC for the safeguarding report. No questions for MC.</p>	
8.	<p><b>Policies to review.</b></p> <p><b>8.1 Review of policies – None</b></p> <p><b>8.2 Policy Storage</b></p>	

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	Not clear, <b>Action: ES to tidy up Policy area on "Staff Shared".</b>	<b>ES</b>
<b>9.</b>	<p><b>Committee updates</b></p> <p><b>9.1 Curriculum and Standards</b>                  Minutes shared.                  Reminder – 4 questions – SDP Monitoring. Next meeting 31<sup>st</sup> March.</p> <p><b>9.2 People and Finance</b>                  Last week HT Performance Review Panel met to undertake Mid Term review.                  Discussed, monitor, objectives. <b>Action: AB to share HT objectives with the board via email.</b></p> <p><i>A governor asked how are Governors informed of leavers, pregnancies etc.?</i>                  Reported to People and Finance Chair. Governors would be informed of leavers via email. TA notice period is 4 weeks.                  Pregnancies, <b>Action: ES to follow up with Tina Hubbard regarding policies around informing/announcement of pregnancies.</b></p> <p><b>9.3 Premises, Health &amp; Safety</b>                  Not a stand-alone committee. Next meeting February – updates – Health and Safety, better system.</p>	<b>AB</b>       <b>ES</b>
<b>10.</b>	<p><b>Governor Business</b></p> <p><b>10.1 Governor training/briefings</b>                  TP, AS and KG booked courses.</p> <p>TP reported that it would be good, standard practice, for 1 Governor to attend termly training, different course, sign up in advance, and schedule in calendar.</p> <p>Bitesize training, 15-minute sessions, before FGB. <b>Agreed, all arrive 15 minutes before start of FGB to attend bitesize training.</b></p> <p>2 documents with Operational vs Strategic language. <b>Action: ES to share with all.</b></p> <p><b>10.2 Governor visit schedule</b>                  25<sup>th</sup> January new Governors, TP, TB – maths</p> <p><b>10.3 Monitoring Visits</b>                  25<sup>th</sup> January MC &amp; ES – safeguarding                  RT – organise – Science.                  AG &amp; NW</p> <p><b>10.4 Vacancies on the Governing Board and recruitment</b></p>	<b>ES</b>          <b>TP</b>

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	1 application for Governor role (Co-opted Governor). <b>Action: TP to send application to all, vote and proceed if in agreement.</b>	
11.	<p><b>Pupil, Staff and Stakeholder’s Wellbeing</b>                  Stakeholder’s (parents) safeguarding and EHA Assessments. Staff, pupil protected “trauma” via ELSA TAs, pastoral care means met extensively Cover “Pupil Voice” during Governor visits.</p> <p>Year 6 additional needs, progressing, confidential. TP and ES check in on staff, cover during wellbeing.</p>	
12.	<p><b>SEND</b></p> <p>Visit scheduled.</p>	
13.	<p><b>Dates of future meetings</b></p> <p><b>Action: TP to send a poll asking for availability via WhatsApp.</b></p> <ul style="list-style-type: none"> <li>• 4<sup>th</sup> March 2024</li> <li>• 7<sup>th</sup> May 2024 –rescheduling to Wednesday 8<sup>th</sup> May at 6.30pm.</li> <li>• 24<sup>th</sup> June 2024</li> </ul>	TP
14.	<p><b>Consider impact of meeting</b></p> <p>Healthy Budget position.                  Considered need for staff changes.                  Welfare of staff, suspensions, behaviour etc                  Vision – direct and clear, underpin SDP.                  Parent and staff questionnaire.                  Bitesize training for Governors.                  Clarification of Governor services best practice.                  Discuss Year 1 &amp; 2 split year group.                  Clarified attendance monitoring.                  Possible new Governor                  Book scrutiny and standards</p>	
15.	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• Suspension and Exclusion point 4.1, <b>Action: all to read guidance. Action: ES to share policy with all. Key Model policy, guidance, and policy, via GovHub noticeboard.</b> 8<sup>th</sup> February Suspension and Exclusion Course.</li> <li>• TB – Pupil Premium Report – late – need to ratify at Standards Committee on 12<sup>th</sup> February.</li> <li>• Website audit is overdue. SLT role to undertake the audit. AB monitor.</li> <li>• Parents Evening – Governor presence. Biscuits 12<sup>th</sup> February. Awareness to parents on understanding the Governor role.</li> </ul>	All/ES

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The meeting closed at 8.40pm

Questions	Green italics
Decisions	Blue bold
Actions	Red

### ACTIONS:

No.	Action	Owner	Timescale
<b>Actions from 19<sup>th</sup> June 2023</b>			
01	Establish how many children the concerns logged refer to. <i>- 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.</i>	ES	Summer 23
<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. <i>ES to complete for next safeguarding meeting in summer term. – Outstanding/Ongoing</i>	ES	Summer 24
<b>Actions from 6<sup>th</sup> November 2023</b>			
02	AS to investigate further, support of EHCP applications with SEND. – <i>AS to report back to Governors at FGB. CM to add to next FGB agenda.</i>	AS/CM	Spring 24
15	ES to contact Johnathan Lewis – request form and update on how well its doing/progress. – <i>Employee Assist Programme data – remaining open action item.</i>	ES	ASAP
18	TP to organise a date in New Year for drinks with Babs. – <i>Ongoing, AP to organise and action.</i>	AP	Spring 24
<b>Actions from 15<sup>th</sup> January 2024</b>			
01	RT to upload Budget Update to GovHub.	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.	ES	Spring 24
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	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.	ES	Spring 24
05	Incidents and harm towards pupil - Discuss further at Safeguarding meeting and SEND for follow up.	ES	Spring 24

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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.	TP/RT	Spring 24
07	SDP, vision, and ethos. School ethos in place, but no "vision" as yet. REACH – elaborate and tag line. All Governors to reflect on vision. All to email TP by end of January with a couple of lines. Action: CM to add as an agenda item for discussion at next FGB.	All	Spring 24
08	CM to add SDP, vision, and ethos for discussion at next FGB.	CM	Spring 24
09	Policy Storage - not clear and consistent, ES to tidy up Policy area on "Staff Shared".	ES	Spring 24
10	AB to share Head Teacher Performance objectives with the board via email.	AB	Spring 24
11	ES to follow up with Tina Hubbard regarding policies around informing/announcements of pregnancies and sharing with Governors.	ES	Spring 24
12	ES to share with all. 2 documents with Operational vs Strategic language	ES	Spring 24
13	TP to send application for Governor role (Co-opted Governor). to all, vote and proceed if in agreement.	TP	ASAP
14	TP to send a poll asking for availability via WhatsApp to confirm date and time of future meetings.	TP	ASAP
15	ES to share Suspension and Exclusion policy and guidance with all to read via GovHub	ES	ASAP

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