

# 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 6<sup>th</sup> March 2023 at 6.30pm

#### Present:

Emily Samuels (ES) – Head  
Babs Nichols (BN) – Chair  
Tracey Brown (TB)  
Anya Poole (AP)  
Richard Tolley (RT)  
Natalie Willmore (NW)  
Alyson Staples (AS)

Annette Gear (AG)  
Annika Bennett (AB)  
Tom Pinnock (TP)  
Marika Chapman (MC)

#### In attendance:

Lorna Lawrence – Clerk

	<i>Governors held a hour working party from 6.30-7.30pm to discuss and identify KPI's for the SDP.</i>	
		<b>Action owner</b>
1.	<b>Welcome and apologies for absence.</b>  BN welcomed everyone to the meeting and thanked everyone for attending.  Apologies received and accepted from James Fletcher.  The meeting was quorate.  AS declared she sometimes works as a supply in the school.	
2.	<b>Minutes of previous FGB meeting (23/01/23) &amp; Matters arising</b>  The minutes from the FGB were accepted as an accurate record.  The actions were discussed and the action grid updated.  The data protection policy will be added to the items given to staff at the beginning of the academic year.  The website working party will look at privacy notices.  The headteacher will send national attendance data when it is available.	
3.	<b>Headteachers report</b>  The headteachers report was circulated during the meeting. The following areas were discussed or noted.	

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	<p>A TA has handed in their notice, they are currently about to commence a phased return to work before exiting.</p> <p>Teachers are currently in redundancy consultation, it is a tough situation for everyone involved. Governors expressed their thanks to the headteacher with support from the deputy head for all their work on this.</p> <p>The headteacher explains the monitoring of incidents. Homophobic incidents don't appear to have been logged for the last four years but will be going forward.</p> <p><b>A governor asked if there was a similar system to log racist incidents?</b> Yes there is. <i>The headteacher will look into if these have been logged historically.</i></p> <p>Attendance – This has improved.</p> <p><b>A governor asked if My Concern is now being used in the pre-school.</b> It is.</p> <p>An update on the fencing was given. Phil Nash is concerned about it. A working party from the resources committee will be put together. Any breaches need to be logged with county.</p> <p>SEND – there is a huge amount going on. The chair expressed their thanks to Katie Thompson for their work on SEND link governor and welcomed AS to the role.</p> <p>Pupil progress meetings have taken place.</p> <p>SLT have discussed potentially keeping parents evening remote and then offering open classrooms and also sending out bullet points to those parents not able to make the parents evening or don't turn up.</p>	ES
4.	<p><b>Committee reports</b></p> <p>Personnel – met on 31<sup>st</sup> January and discussed the SDP. The next meeting is on 21<sup>st</sup> March. The HTPM was conducted on 28<sup>th</sup> February.</p> <p>Resources &amp; Health and Safety – the committee met briefly today. Discussed the fencing, the next step is to get some quotes. Vertas has increased their costs so dramatically that it is not viable to continue with them. Through the ESPO framework the school is getting 3 quotes. Governors had a discussion on the options. The budget was also discussed, the support staff uplift was the biggest point of note. The pre school is a challenge area, but at the moment it</p>	

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	is thought that the school will be able to set a budget for next year. There is a meeting at the end of March with the financial advisor.	
5.	<b>Confidential minutes – Budget &amp; Staffing</b> This item is covered with confidential minutes	
6.	<b>Safeguarding</b>  A safeguarding visit was held last week, a full report will be sent round next week. Aside from the fence there were no safeguarding concerns raised.	
7.	<b>Policies to review</b>  The governors had reviewed the following policies:  Behaviour policy Safeguarding & Child protection policy Responding to prejudice related incidents  <b>Governors ratified all three policies.</b>	
8.	<b>Governor visits</b>  Governors have been asked to look at the spring monitoring document and to complete or to ensure they have some link visits scheduled.	
9.	<b>Governor Training</b>  ES and TB have completed safer recruitment training. ES has attended pupil exclusions training. Governors are reminded to add any training they complete on governorhub.	
10.	<b>Dates of meetings for academic year</b>  24 <sup>th</sup> April - although this may need to move dependent on Budget Dates 19 <sup>th</sup> June  The start time for these meetings will be 6.30pm	
11.	<b>Consider impact of meeting</b>  Review of SDP and identifying challenge and support areas Data protection for all areas	

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	<p>Policy Review and ratification Safeguarding Issues - Boundary Security Redundancy - review of progression including support &amp; protection of Staff during the process Budget - identifying new challenges following the Support Staff Uplift Catering - unacceptable price rises of current provider - identifying new provider commenced Continuing support of HT Maintaining a strong FGB by recruiting new Governors</p>	
12.	<p><b>Any other business</b></p> <p>The headteacher proposed to governors a change in the school hours to the following: Year 1 – Year 6 – 8:45am – 3:15pm Reception – 8:40am – 3:10pm This would be to start in September. Governors have to agree for an initial letter to be sent to parents.</p> <p><b>Governors are in agreement with the above.</b></p> <p>BN stated that her Term of Office had expired but was prepared to extend until the end of the School Year to continue supporting the HT.</p> <p><b>Governors are in agreement with the above</b></p> <p>BN stated that JF Term of Office had expired and as a Parent Governor would need to go for election. There was one other space from KT's resignation. The LA position remains unfilled and it was suggested that TP move to that post and the FGB recruit 3 Parent Governors</p> <p><b>Governors are in agreement with the above</b></p> <p><i>BN will commence the recruitment process in accordance with the Guidance Note</i></p>	<b>BN</b>

The meeting closed at 8.55pm

### ACTIONS:

No.	Action	Owner	Timescale
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Signed by Chair of Governors ..... Date .....

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#### **Actions from 23<sup>rd</sup> January 2023**

4	<i>Prevent training</i>	RT	
5	<i>Uniform policy to be finalised</i>	BN, Head	

#### **Actions from 6<sup>th</sup> March 2023**

1	<i>To investigate historic racist incidents being logged</i>	Head	
2	<i>To commence parent Governor Recruitment</i>	BN	