

Minutes of a meeting of the Full Governing Body of Richmond Methodist Primary School Governing Body held at the school on Monday 26 <sup>th</sup> September 2016 at 6pm.		
<p><b>Present:</b> Jan Linsley (Chair), Eithne Longstaff (Vice-Chair), Alistair Deavin, Helen Ring (Headteacher), Tom Lascelles, Nicola Scrafton, Brian Park, Marie Mann, Rebecca Simpson, Revd. Les Nevin and Peter Cooke.</p> <p><b>In attendance:</b></p> <p style="padding-left: 40px;">Susan Gardner (RMS Deputy Headteacher-adviser to Governors)                      Lucinda Kirk (observer Parent Governor)                      Stephen Rawson (observer LA Governor)                      Pat Gale (NYCC Clerk)</p>		
Minute No.		Action
<b>PART A - PROCEDURAL</b>		
<b>GB 96/16</b>	<p><b><u>Welcome:</u></b>                      The Clerk welcomed everyone to the first meeting of the academic year and the Revd. Les Nevin gave an opening prayer.</p>	
<b>GB 97/16</b>	<p><b><u>Election of Chair and Vice-Chair:</u></b>                      The Clerk invited Governors to consider whether the term of office of the GB should remain as one year or be increased to support continuity and succession planning. After some discussion it was agreed that the term of office for the Governing Body should be two years, terms of office for Governors would remain the same at four years.</p> <p><b>Resolved:</b>  <b>a) That the term of office for the Governing Body should be increased to two years from September 2016 to August 2018.</b>                      The Clerk invited nominations for Chair, Jan Linsley was nominated by Revd.Les Nevin and seconded by Eithne Longstaff, there being no further nominations, Jan Linsley was invited to leave the meeting whilst a secret ballot took place. The voting was unanimously in favour of Jan and she was invited to re-join the meeting, she confirmed that she would accept the role and term of office.</p> <p><b>Resolved:</b>  <b>b) That there was a unanimous decision for Jan Linsley to continue as Chair for two academic years until August 2018.</b></p> <p>Jan Linsley then took over the chairing of the meeting and invited nominations for two Co-Vice Chairs in support of succession planning. Revd.Les Nevin proposed Eithne Longstaff seconded by Jan Linsley. A request for additional nominations was made and some discussion took place over a second co Vice-Chair, and with further clarification about what the role would entail, it was agreed that a request for a second Co-Vice chair would be requested at the next FGB meeting.</p> <p>There being no further nominations, Eithne was invited to leave the meeting whilst a secret ballot took place. The voting was unanimously in favour of Eithne Longstaff and she was invited to re-join the meeting ,she confirmed that she would accept the role for a further two years.</p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>All</b></p>

	<p><b>Resolved:</b>  <b>c) That there was a unanimous decision for Eithne Longstaff to continue as Vice-Chair for two academic years until August 2018. A second Co-Vice Chair would be nominated at the next FGB meeting.</b></p>	All
GB 98/16	<p><b><u>Apologies for absence:</u></b>                  No apologies for absence had been received.</p>	
GB 99/16	<p><b><u>What is the role of Governor and what is the role of Clerk?</u></b></p> <p>The Chair introduced this item as an appropriate way to remind the Governing Body of their core purpose and a useful briefing from the NGA had been previously circulated about the expectations of governors and what a Governor does or does not do. The Chair explained that she and the Vice Chair met with the Headteacher on a monthly basis, and the Chair and Clerk also met on a termly basis. The role of Clerk had also been circulated and mention was made of the new NYCC governance team structure, reflecting the growth in demand for the clerking service and additional duties of the Clerk such as maintaining a Governor training log and sharing effective practice from other school Governing Bodies if appropriate. The Chair reported that a Governance Healthcheck had been undertaken on the 21<sup>st</sup> September 2016 by NYCC Governance advisers, it had gone very well, and a report was expected shortly which could be incorporated in the Governor Development Plan, and other evidence to support effective leadership and governance.</p> <p>On behalf of the Governing Body the Chair presented the Clerk with a gift of flowers for her work in supporting the Governing Body.</p> <p><b>Resolved:</b>  <b>The Clerk thanked the Governors for their generous gift noting how much she enjoyed the role in support of the school.</b></p>	
GB 100/16	<p><b><u>Declarations of Interest:</u></b></p> <p>Governors had been circulated with the Disqualification Declaration form, the Register of Business and personal interests and Register of Hospitality for completion for the forthcoming academic year. It was noted that the completed forms were retained in the school FGB file and if circumstances changed during the year, the forms could be updated under the 'Declaration of Interests' standing agenda item at every meeting.</p>	
GB 101/16	<p><b><u>Confidentiality:</u></b></p> <p>No items were declared.</p>	
GB 102/16	<p><b><u>Notification of urgent other business:</u></b></p> <p>None declared.</p>	
GB 103/16	<p><b><u>To adopt the Standing Orders and Code of Practice for 2016/17:</u></b>                  Governors had been previously circulated with a revised document,</p>	

	<p>taking into account the new Governing Body arrangements, they were also requested to sign a register to say that they agreed with the Code of Practice.</p> <p><b>Resolved:</b>  <b>That all Governors agreed to adopt the Standing Orders and Code of Practice, a register was signed to confirm this decision.</b></p>	All
GB 104/16	<p><b><u>To update and adopt the Terms of Reference for the 2016/17 academic year:</u></b></p> <p>Governors had been circulated with the revised Terms of Reference to reflect the role of the FGB in the absence of Committees; apart from the statutory committees of Complaints, Performance Management of the Headteacher and the Joint Collaboration Committee.</p> <p>Governors nominated themselves for committee membership and link Governor roles, including the 'Learning Walks schedule. (See updated Terms of Reference attach. A)</p> <p><b>Resolved:</b>  <b>That the updated Terms of Reference be adopted for 2016/17.</b></p>	All
GB 105/16	<p><b><u>To approve the Governing Body Annual Statement for 2015/16:</u></b></p> <p>The Chair explained that all School Governing Bodies should produce an annual statement of governance for the previous year and place on the school website.</p> <p><b>Resolved:</b>  <b>That the Annual Statement of Governance for 2015/16 be approved for location on the school website.</b></p>	All
GB 106/16	<p><b><u>To approve the Governor Development Plan for 2016/17:</u></b></p> <p>The GDP had been previously circulated and Governors were invited to ask questions and to complete the sections on whether training had been undertaken or whether the development area was still relevant.</p> <p><b>Resolved:</b>  <b>a) That the GDP would be updated for the next meeting based on the returns from Governors.</b></p> <p>Information on NYCC and Swaledale Alliance <b>training opportunities</b> for Governors had been circulated and Governors were asked to book training through the school office, and when undertaken to complete a Training and Evaluation Log.</p> <p><b>Resolved:</b>  <b>b) Governors to complete the PREVENT and Safeguarding training.</b></p> <p><b>Resolved:</b>  <b>c) Governors involved in staff recruitment panels to have had safer recruitment training.</b></p>	<p>Chair/ All</p> <p>All</p> <p>JL/TL /EL</p>

	<p><b>Resolved:</b>  <b>d) That Governors should complete their training log and brief evaluation and return to the Clerk for retaining centrally.</b></p> <p>It was noted that the 'Learning Walks schedule' for 2016/17 would be circulated to governors once links to the SDP had been made and dates had been confirmed.(see minute;GB 114/16a)</p> <p><b>Resolved:</b>  <b>e) That the Learning Walks schedule would be confirmed and circulated to all Governors.</b></p>	<p><b>All</b></p> <p><b>HT/ EL</b></p>
<p><b>GB 107/16</b></p>	<p><b><u>To receive an update on Governor vacancies and appointments:</u></b></p> <p>The Chair explained that the Methodist Circuit had nominated Tom Lascelles for a further term of office as Foundation Governor and had also nominated Nicola Scrafton as Foundation Governor to replace Jenny Hargreaves who had resigned on the 4<sup>th</sup> July 2016; which meant that there would be a Parent Governor vacancy. In addition, Eithne Longstaffs term of office as Parent Governor would also come to an end on the 01/10/2016. There was also a vacancy for Paul Bell's position who had also resigned as Parent Governor on the 4<sup>th</sup> July 2016.</p> <p>Linda Sims, the Staff Governor had resigned on the 4<sup>th</sup> July 2016, so a staff Governor election was also required.</p> <p>In total there was a need for three Parent Governors and one staff Governor.</p> <p><b>Resolved:</b>  <b>a)That Tom Lascelles and Nicola Scrafton be welcomed to the Full Governing Body as Foundation Governors, with a term of office from the 26-09-2016 to 25-09-2020.</b></p> <p><b>Resolved:</b>  <b>b) That nominations for three parent governors be instigated as soon as possible.</b></p> <p><b>Resolved:</b>  <b>c) That nominations for a Staff Governor be instigated as soon as possible.</b></p> <p>It was also reported that Steve Rawson and Lucinda Kirk were waiting for their DBS clearances through NYCC before they could take up their full term of office, and so were present as observers only as part of their induction.</p>	<p><b>All</b></p> <p><b>HT/ Chair</b></p> <p><b>HT/ Chair</b></p>
<p><b>GB 108/16</b></p>	<p><b><u>To confirm the scheme of delegation to the Headteacher as detailed in the Budget Management Policy:</u></b></p> <p>It was agreed that, in principle, a budget of £5k would be delegated to the Headteacher, but felt that Annex B needed some further discussion, as it did not reflect the current governance arrangement and recognition of the importance of strategic rather than operational responsibilities.</p> <p><b>Resolved:</b>  <b>a)That a budget of £5k would be delegated to the Headteacher for 2016/17.</b></p> <p><b>Resolved:</b>  <b>b)That the detail of the Budget Management Policy be</b></p>	<p><b>All</b></p> <p><b>Chair/</b></p>

	<b>reviewed and updated for consideration and adoption at the November FGB meeting which was to focus on Financial Performance.</b>	HT
<b>GB 109/16</b>	<p><b><u>To receive and approve the new NYCC recommended Complaints Procedure and Leaflet for Complainants:</u></b></p> <p>It was reported that NYCC recommended the adoption of their Complaints Procedure and the leaflet for complainants. There was some discussion about the procedure, and Governors were reminded of the importance of staff trying to resolve a concern or complaint in the first instance thus avoiding escalation to further stages. Mention was also made of whether a Compliments Procedure should also be in place, and how that would be implemented.</p> <p><b>Resolved:</b>  <b>That the NYCC recommended procedure be adopted and the Complaints Committee would meet to ensure they fully understood the procedure and whether a compliments procedure should also be considered.</b></p>	All/ EL/ BP/ RS
<b>GB 110/16</b>	<p><b><u>To approve as a correct record the minutes of the FGB held on the 4<sup>th</sup> July 2016:</u></b></p> <p>Governors had been previously circulated with the minutes and they were approved as a correct record.</p> <p><b>Resolved:</b>  <b>That the minutes of the 4th July 2016 be approved as an accurate record, signed and dated by the Chair.</b></p>	Chair
<b>GB 111/16</b>	<p><b><u>Matters Arising from the minutes not covered by the agenda:</u></b></p> <p>The Chair talked through the minutes and Governors agreed there were no matters arising that had not been covered by the agenda.</p> <p>The summary of actions was then considered and updated (attachment B).</p> <p><b>Resolved:</b>  <b>That there were no matters arising not covered by the agenda or summary of actions.</b></p>	All
<b>GB 112/16</b>	<p><b><u>Confirmation of the dates of future meetings for the 2016/17 academic year:</u></b></p> <p><b>Resolved:</b>  <b>The schedule of nine meetings for 2016/17 was agreed.</b></p> <p><b>Date of next meeting: 31<sup>st</sup> October 2016 5.30 for 6pm.</b>          (to note: Brian Park offered his apologies for this meeting)</p>	All
<b>PART B- STRATEGIC</b>		

<p><b>GB 113/16</b></p>	<p><b><u>Strategic Overview:</u></b></p> <p>The Chair introduced an interactive ‘Diamond nine’ exercise for Governors to undertake in establishing shared priorities for the school. It was clear from the process that Governors held very similar views and priorities for the school. In summary, all prioritised-‘An outstanding School’ with ‘move to academisation’ as the lowest priority. The next highest scoring priorities included ‘increase income’, ‘improve the building’, ‘become a centre of excellence in ITT’ and ‘consider nursery provision’.</p> <p>All governors found the exercise very informative and also established that there was a strong shared vision for the school.</p> <p>The Chair then invited the HT and DHT to present the proposed School Development Plan for 2016/17</p>	
<p><b>GB 114/16</b></p>	<p><b><u>To approve the aims and objectives of the School Development Plan for 2016/17:</u></b></p> <p>Governors were circulated with the draft School Development Plan for 2016/17. The HT explained that it was a ‘working document’ and all staff and Governors would be able to contribute to updates over the year ahead. In summary there were four main areas of focus for the school:</p> <ul style="list-style-type: none"> <li>• Standards in reading and writing improve further and are consistently high in all areas throughout the school.</li> <li>• All children make good progress and attain to their ability in mathematics.</li> <li>• To ensure that the progress and attainment of children in receipt of pupil premium and the progress of children with SEN is consistent across all age groups and all subjects.</li> <li>• To develop Middle Leadership in school, to become accountable for improving the quality of Teaching and Learning.</li> </ul> <p><i>Q: How can governors best help?</i>  <i>A: Through feedback from the ‘Learning Walks’, monitoring of data and targets and book scrutiny.</i></p> <p><i>Q: How can Governors get more involved with book scrutiny?</i>  <i>A: You could meet with subject leaders to understand what is expected and what inspectors will be looking for as evidence of consistent progress and attainment.</i></p> <p>EL requested volunteers for the planned ‘Learning Walks’ and it was agreed that in relating to the SDP, the focus of the activity should be Maths. MM volunteered to look at Maths for ‘vulnerable groups’(Focus 3), RS agreed to closely monitor the progress of lower achieving pupils, from lower starting points (focus 4), Al Deavin agreed to look at how the teaching of ‘mastery’ was being delivered through the school (Focus 5), LK agreed to look at embedding the use of targets to support progress in Maths (Focus 6) and also in English (Focus 1).</p> <p>A summary report showing the in-year progress for pupil premium and non-pupil-premium children for 2015-16, taken from Target</p>	

	<p>Tracker showed good progress, despite changes in assessment and monitoring systems.</p> <p><b>Resolved:</b>  <b>a) That a schedule of ‘Learning Walk’ visits would be agreed with the Subject Leaders and Governors, through the Headteacher.</b></p> <p>It was noted that a governor was required to be present at a visit from the School Improvement Adviser, (SIA) the next visit was to take place on the 18<sup>th</sup> October at 9am, and a volunteer Governor was invited to attend on behalf of the Governing Body.</p> <p><b>Resolved:</b>  <b>b) That Tom Lascelles would attend the visit from the SIA on the 18<sup>th</sup> October 2016 at 9am.</b></p>	<p>HT/ MM/ RS/ AD/ LK</p> <p>TL/HT</p>
	<p><b>Resolved:</b>  <b>c) That the Governors thanked the HT and DHT for a very clear and informative update on the School Development Plan and how Governors could contribute to the process.</b></p>	<p>All</p>
<p><b>GB 115/16</b></p>	<p><b><u>To consider a schedule of stakeholder surveys for 2016/17:</u></b></p> <p>The Chair confirmed that surveys had already taken place during 2015/16 of pupils and parents, and that it had been agreed a staff survey should be developed. NS had given this some thought and offered to draft something for consideration at a future FGB meeting. Governors thought it would be helpful to undertake the survey after the Senior Leadership Team had been in post for a year, with a stakeholder/community survey at a similar time.</p> <p><b>Resolved:</b>  <b>That a staff survey and stakeholder survey would take place in early 2017 and be aligned with the annual cycle of pupil and parent surveys. NS was thanked for offering to develop a draft for consideration.</b></p>	
<p><b>PART E- OTHER BUSINESS</b></p>		
<p><b>GB 116/16</b></p>	<p>There being no further business the Chair thanked Governors for their contributions and the meeting closed at 8.15 pm.</p>	
	<p><b><u>Date of the next meeting of the Full Governing Body:</u></b></p> <p>Monday 31<sup>st</sup> October 2016 at 5.30pm for a 6pm start. The focus of the meeting being on ‘Holding the Headteacher to Account’.</p> <p><b>Please send any apologies to the Clerk Pat Gale :</b></p> <p><b>07793 846 441</b>  <a href="mailto:Pat.gale@northyorks.gov.uk">Pat.gale@northyorks.gov.uk</a>;</p>	

Minutes of the Richmond Methodist School Full Governing Body- 26-09-2016

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