

Minutes of a meeting of the Full Governing Body of Richmond Methodist Primary School Governing Body held at the school on Monday 31st October 2016 at 6pm.		
<p>Present: Jan Linsley (Chair), Eithne Longstaff (Vice-Chair), Alistair Deavin, Helen Ring (Headteacher), Tom Lascelles, Nicola Scrafton, Marie Mann, Rebecca Simpson, Revd. Les Nevin, Julie Swinbank and Stephen Rawson.</p> <p>In attendance:</p> <p style="padding-left: 40px;">Susan Gardner (RMS Deputy Headteacher-adviser to Governors) Lucinda Kirk (observer Parent Governor) Kim Nicholson (observer Parent Governor) Nicola Hebb (observer Parent Governor) Pat Gale (NYCC Clerk)</p>		
Minute No.		Action
PART A - PROCEDURAL		
GB 117/16	<p><u>Welcome:</u> The Vice Chair welcomed everyone to the meeting and introduced herself Eithne Longstaff, Kim Nicholson, and Nicola Hebb as three newly appointed Parent Governors and Julie Swinbank as the new Staff Governor. The Revd. Les Nevin gave an opening prayer.</p>	
GB 118/16	<p><u>Apologies for Absence:</u> Apologies had been received and consented to from Brian Park and Peter Cooke.</p>	
GB 119/16	<p><u>To seek nominations for an additional Co-Vice Chair:</u> It was agreed that nominations for an additional Co-Vice Chair would be postponed until new Governors had had time to consider whether they might be interested in the role. <u>Resolved:</u> That nominations for a Co-Vice Chair would be postponed until the next meeting.</p>	
GB 120/16	<p><u>Declarations of Interest:</u> None declared</p>	
GB 121/16	<p><u>Confidentiality:</u> No items were declared.</p>	
GB 122/16	<p><u>Notification of urgent other business:</u> Two items were raised by the Chair:</p> <ul style="list-style-type: none"> • The School Financial Value Standard • The Joint Collaboration Committee agenda 	
GB 123/16	<p><u>To approve as a correct record the minutes of the FGB held on the 26th September 2016:</u> Governors had been previously circulated with the minutes and subject to an amendment to GB106/16, 'EL to replace MM' they were proposed as a correct record by MM and seconded by LN.</p>	

	<p>Resolved: That the minutes of the 26th September 2016 be approved as an accurate record, signed and dated by the Chair.</p>	<p>Chair</p>
<p>GB 124/16</p>	<p><u>Matters Arising from the minutes not covered by the agenda:</u> The Chair talked through the minutes and Governors agreed there were no matters arising that had not been covered by the agenda or summarised in the summary of actions. The summary of actions was then considered and updated (attachment A) with outstanding actions from the 4th July 2016 also included. The main item considered was Minute GB 115/16 regarding the production of staff and community stakeholder surveys. It was clarified that a draft staff survey had been produced by Governors over the summer and would be revisited for consideration at the November FGB meeting, with a view to carrying out both surveys during the spring term of 2017, as the HT and DHT would then have been in post one year.</p> <p>Resolved: That NS, RS, LK and EL would meet to develop the surveys for consideration at the November 2016 FGB.</p>	<p>NS/ RS/ LK/ EL</p>
<p>GB 125/16</p>	<p><u>Confirmation of the dates of future meetings for the 2016/17 academic year:</u></p> <p>Resolved: Date of next meeting: Monday 28th November 2016 5.30 for 6pm.</p>	<p>All</p>
<p>PART B- The EDUCATIONAL PERFORMANCE of the SCHOOL</p>		
<p>GB 126/16</p>	<p><u>To receive the Headteacher's Report and SEF:</u> Governors had been previously circulated with the reports and were asked if they had any specific questions.</p> <p><i>Q: The number of incidents of restrictive physical intervention seems quite high, is this unusual?</i> <i>A: It depends on the nature of the cohort, and we do have a number of pupils with challenging behaviour which has resulted in this intervention. We are receiving support from an Education Development Adviser on behaviour management and staff have also been trained.</i></p> <p><i>Q: Does this impact on the learning of the other children in the classes?</i> <i>A: We have plans in place for other children in order that behaviour doesn't impact on their learning.</i></p> <p><i>Q: Our current attendance rate is 93.73%, but what is our target?</i> <i>A: We have a 96% target, and last year's rate was 95.76%.</i></p> <p><i>Q: There has been a high level of staff absence, how have you managed this situation?</i> <i>A: There has certainly been a high level of unavoidable absence</i></p>	

	<p><i>this term, which means that the remaining staff have been placed under considerable pressure, affecting every area of the school. The cost of covering this high level of absence means we will not feel the benefits of strategic re-deployment until the next financial year.</i></p> <p><i>Q: Looking at the SEF are we still judged as 'Good'?</i> <i>A: Yes, although we still need to focus on why we are not yet an 'Outstanding School'; the SEF highlights the key reasons and Governors need to be aware of these. For example, outcomes are not yet outstanding, because progress is not consistent or sustained across all year groups.</i></p> <p>Resolved: The Chair thanked the HT for a very useful report and recommended that all Governors should have a strong understanding of the SEF.</p>	<p>All</p>
<p>GB 127/16</p>	<p><u>To receive a data presentation on achievement and standards for all year groups:</u></p> <p>The HT and DHT gave a very detailed overview of progress and attainment for all year groups compared with NYCC and national data. In summary, across almost all year groups and in a wide range of subjects, including English and Maths, current pupils make consistently strong progress, developing secure knowledge, understanding and skills, considering their starting points. The progress from different starting points of the majority of disadvantaged pupils across the school is better than other pupils, particularly in reading and maths.</p> <p>The presentation highlighted key results for each year group, and the 'Longstaff Summary Reports' were used to highlight the key headlines.</p> <p><i>Q: What is 'Expressive Arts and Design' in EYFS?</i> <i>A: It is about using and exploring materials and can be indoors or outdoors. It is an area we need to focus on and we plan to complete a book scrutiny of the learning journeys for evidence of this aspect of the EYFS curriculum.</i></p> <p><i>Q: How do you engage parents in the learning process, as so much takes place or can take place in the home?</i> <i>A: We send information in newsletters about how to get more involved and we also provide 'Stay and Play' sessions for parents and their children, we are improving this involvement, but still have more to do.</i> <i>A: As a parent I have received a lot of helpful advice, for example a recent communication on cursive writing, a new development which I found really helpful.</i></p> <p><i>Q: Do you think with the focus on Reading, Writing and Maths that other areas of the curriculum could be neglected?</i> <i>A: No, as those subjects are also taught through subjects such as History and Geography.</i></p> <p><i>Q: Is there any disparity between school results due to moderation?</i> <i>A: Potentially yes, we have been externally moderated, so feel</i></p>	

	<p><i>confident that our assessments and results are accurate. Also JS is a moderator and has ensured we are aware and confident of the process.</i></p> <p><i>Q: Who moderates the moderators?</i> <i>A: Improvement Advisers and cross referencing with the Swaledale Alliance.</i></p> <p><i>Q: How do you reflect and assess where pupils started, where they are and where they are going to be?</i> <i>A: We have half termly review meetings and ensure the most vulnerable are being monitored and supported.</i></p> <p>Resolved: a) That the SLT be thanked for their thorough interpretation of the data and insightful overview for Governors.</p> <p>Resolved: b) That the presentation be forwarded to all Governors as a useful data source.</p>	<p>All</p> <p>Clerk</p>
<p>GB 128/16</p>	<p><u>To receive an update on Safeguarding:</u> Governors had been circulated with the latest update on Safeguarding guidance from NYCC, regarded as high priority, and were reminded to take part in the online training if they had not already. Links to the relevant websites were included in the information that had been circulated, and training logs should be completed and forwarded to the Clerk, once the training had been undertaken.</p> <p>Resolved: That the Clerk would resend the Training logs for completion and to be returned by email or left in the school office for her attention.</p>	<p>All</p>
<p>GB 129/16</p>	<p><u>To receive and approve the SEND Policy for 2016/17:</u> It was reported that AMcR was resigning at the end of the year, and was currently mentoring Lucy Greggan as the new Inclusion Manager from January 2017, who would also be taking a SENCO qualification.</p> <p><i>Q: Did we have to go through a recruitment process?</i> <i>A: An internal recruitment process.</i></p> <p><i>Q: I thought there wasn't very much on physical disability in the policy, why is that?</i> <i>A: The policy is generic and relates to all additional needs.</i></p> <p>MM, the SEND Link Governor reported that she would be arranging a meeting with AMcR and LG to discuss handover and how Governors could help the transition.</p> <p>Resolved: That the DHT be thanked for her work on updating this policy and that it should be adopted and placed on the school website, to be reviewed by November 2017.</p>	<p>All</p>

<p>GB 130/16</p>	<p><u>To receive an update on the Pupil and Sports Premium:</u> There was nothing further to report at this stage that was not included on the school website.</p>	
<p>GB 131/16</p>	<p><u>To receive an update on Governor Learning Walks:</u></p> <p>The Vice-Chair reported that she had circulated the ‘Learning Walk’ procedure to Governors, the four key areas that had been identified at the last meeting were discussed, and due to staff absence it was agreed that only two visits would take place this term. The HT and DHT were asked what would be the priorities, and it was agreed, following on from the data report that the following priority ‘walks’ would take place:</p> <ul style="list-style-type: none"> • Maths for vulnerable groups-Marie Mann(MM) • Maths for low achievers from low starting points-Rebecca Simpson (RS) <p>It was agreed that ‘Mastery’ (AD) and use of targets in maths (LK) would be considered at the next meeting for delivery in the New Year.</p> <p>Resolved: That the Vice-Chair would recirculate the Learning Walks procedure to all Governors, and the HT would discuss appropriate timings and arrangements with staff for the ‘Learning Walks’ with MM and RS.</p>	<p>EL/ HT/ MM/ RS</p>
<p>GB 132/16</p>	<p><u>To receive an update on Governor Development Plan (GDP)and Training:</u></p> <p>Governors who had not completed the GDP at the last meeting were requested to submit to the Chair. Training Logs to be completed and submitted to the Clerk. It was noted that Induction training for new Governors would take place on the 10th November 2016 at Richmond School Library and that reservations should be made through the school office.</p> <p>Resolved: That Governors should complete and return GDPs and Training plans to the Chair and Clerk respectively. New Governors to book induction training through the school office.</p>	<p>All</p>
<p>PART E- OTHER BUSINESS</p>		
<p>GB 133/16</p>	<p><u>a)The School Financial Value Standard:</u> Governors had been circulated with the SFVS on behalf of the School Business Manager, and asked to update from their perspective. The SBM would then produce a composite report on behalf of Governors for submission to NYCC, a mandatory requirement.</p> <p>Resolved: a)That Governors would be circulated with a blank template (and last year’s version for reference) for completion and</p>	<p>All/ SBM</p>

	<p>submission to the SBM for the 28th November FGB meeting or to her direct by the 2nd December 2016.</p> <p><u>b)Joint Collaboration Committee:</u></p> <p>The Chair informed Governors that the next meeting would be held on the 16th November 2016 and asked if anyone wished to raise any item on the agenda. No items were requested.</p> <p>b)Resolved: That the minutes of the Joint Collaboration Committee would be received on the next FGB agenda.</p>	<p>All</p>
<p>GB 134/16</p>	<p><u>‘What impact have we, as Governors, had on pupils at this meeting? :</u></p> <p>The Chair introduced this item as a reflection of what value the meeting had had on the core purpose of the FGB that of ‘improving the education of pupils at the school’ through the strategic role of Governors.</p> <p>A sample snapshot of feedback was recorded as follows:</p> <ul style="list-style-type: none"> • Have ensured that pupils with additional needs will be supported through the approval of the SEND Policy. • Prioritisation of the outside area for a better and safer outdoor learning environment. • Development of the ‘Learning Walks’ for quality improvements to learning for all pupils. • Better understanding of what to focus on from data. • That policies are kept up to date in the best interest of pupils. • Why the restraint policy is needed. • There is lots more to the curriculum than maths and English. • The need to prioritise maths across the school. • Affirmation that staff have put in a tremendous amount of effort in support of pupils. <p>Resolved: That this reflection would be a standing item at the end of each Governing Body meeting.</p> <p>There being no further business the Chair thanked all Governors and closed the meeting at 8.05 pm.</p>	<p>All</p>
	<p><u>Date of the next meeting of the Full Governing Body:</u></p> <p>Monday 28th November 2016 at 5.30pm for a 6pm start. The focus of the meeting being on ‘Financial Performance’.</p> <p>Please send any apologies to the Clerk Pat Gale :</p> <p>07793 846 441 Pat.gale@northyorks.gov.uk;</p>	