Minutes of a meeting of the Full Governing Body of Richmond Methodist Primary School Governing Body held at the school on Monday 30th November 2015 at 6pm.

Present: Jan Linsley (Chair)

Mark Allison (Headteacher), Tom Lascelles, Eithne Longstaff, Paul Bell, Nicola Scrafton, Marie Mann, Brian Park, Rev.Les Nevin, Jenny Hargreaves, Linda Sims.

In attendance:

Helen Ring (RMS Deputy Headteacher) Julie Swinbank (RMS Assistant Headteacher) Pat Gale (NYCC Clerk)

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Minute No.		Action
	PART A - PROCEDURAL	
GB 115/15	Welcome: The Clerk welcomed everyone to the meeting and the Rev. LN gave an opening prayer.	
GB 116/15	Apologies for absence: Apologies had been received and consented to from Tim Arundell, as his term of office had expired on the 20/11/2015, he had expressed an interest in standing for parent governor when elections are held. The Chair thanked Tim for his commitment to the school during his term of office.	Chair
GB 117/15	Declarations of Interest: None declared.	
GB 118/15	Confidentiality: None declared	
GB 119/15	Notification of urgent other business: None declared.	
GB 120/15	To receive an update on Governor vacancies, elections or nominations: The Chair explained that the Vice –Chair (EL) was leading on this process to fill 4 Governing Body vacancies at the school, which were: • 1 LA Governor (proposed by the LA for FGB approval) • 2 co-opted vacancies (nominated for FGB approval) • 2 Parent Governor vacancies(elections in the school) EL reminded Governors that the skills audit had identified gaps in business, finance and HR, and that nominations for co-opted Governors had been assessed on that basis. Four parents had expressed an interest in becoming Parent Governors, so a decision would be taken on the timeframe for elections.	

	Resolved: a)That the FGB agreed to approve the LA nominee, and the Clerk would contact the Governance team to confirm the decision.	AII/ Clerk
	Resolved: b) That the two nominated co-optees were approved and the Chair would contact them and invite them to an induction meeting prior to their first governing body meeting, subject to successful DBS approval.	All/ Chair
	Resolved: c)That EL and the Headteacher would discuss the timeframe for parent governor elections.	EL/ Head
GB 121/15	To approve as a correct record the minutes of the FGB meeting held on the 5 th October 2015:	
12,710	Two amendments were noted by the Head, as follows: GB 103/15-should read-'In reading, writing and number, the percentage attainment was lower than expected. There were fewer children assessed at '2', which is the benchmark for 'Good Level of Development'. It was this that brought our GLD percentage down to' GB122/15-the refurbishment costs for the three classrooms should read £19,500 not £50k. The minutes were approved by LN and seconded by TL as an accurate record of the meeting, subject to the two amendments.	
	Resolved: The Minutes of the 5 th October 2015 were accepted as an accurate record, subject to the two amendments, signed and dated by the Chair.	Chair
GB 400/45	Matters Arising from the minutes not covered by the agenda:	
122/15	GB 94/15 (GB 114/15)-the Chair reported that a DHT appointment had been made, Mrs Susan Gardner, who would start at the school in January; it was noted that she is already meeting with HR to plan for next year.	
	GB 96/15-The Standing Orders and Code of Conduct had been revised as advised by Governors.	
	GB 97/15-that Committee membership would change once the new Governors were appointed.	
	GB 107/15-the Clerk to check that the Governance Statement is on the school website.	Clerk/
	GB 108/15-the Chair will circulate Governors with the results of the 360 degree effective leadership assessment.	JS Chair

GB 123/15

Confirmation of the date of the next meeting:

It was confirmed that the next meeting would take place on Monday the 25th January 2016 at 6pm with a 5.30 start for networking.

PART B-SCHOOL IMPROVEMENT

GB 124/15

Headteachers Report:

The Head teacher had previously circulated his report covering the period July 2015 to December 2015. It was noted that the school roll currently stands at 325 pupils, but could increase to 329 in January, with two new starters in Year 2, one in Year 4 and one in Year 5. The Foundation Stage stood at 48 pupils, which had been opposed by the school, however, the school has been given the following assurances from NYCC:

- We will not be asked to take any more children in FS or Year 1.
- If, when our current Year1 becomes Year 2 and FS become Year 1 in September 2016, pupil numbers are above 90(they are currently 91) we will not be penalised by having to form four classes (because of the infant class size legislation). We will be exempt.

The Head reported that there were 326 children on roll in October, when the annual census was taken, which is a good situation to be in, as the budget for April 2016 to March 2017 will be set using this number, so income could be higher than originally anticipated.

Q: Have there been any staffing changes?

A: There have been some and a maternity cover, but the net impact of this will be cost-neutral.

It was noted that Mrs MacRae has been given additional time to teach phonics and train other staff in the principles of phonics teaching, which is linked directly to the School Development Plan. Mr Lowes has returned to the school and is working as part of the Pupil Premium support team, which has enabled Mrs MacRae to be released to carry out the phonics work. Mrs Taylor has replaced Miss Brunyee and will start in January to help raise attainment in the Foundation Stage.

Q: Who is covering Miss Greggan's maternity cover?
A: We appointed Miss Bristowe as Class 8 teacher, and thanks to Tom for joining me in the interview process.

In January, we will have 10.2 Teaching Assistants we have one vacancy, which we hope to fill from recent interviews.

Q: Have the classroom refurbishments made a difference? A: There are still some plumbing issues to resolve, but the classrooms provide a much better learning environment and will help to raise standards in KS1.

The Head reported that there was still some external work to be completed for the Foundation Stage outdoor area, repairs and improvements to the fencing of the patio area; it was noted that resource had been allocated to the work ,but the work may need to be carried out in the next financial year.

Three children in Foundation Stage require significant additional support which is being provided by Mrs Bradshaw; six children with additional needs in Year 1 are being offered 1:1 or small group support from Mrs MacRae.Mr Lowes has a specific role with Year 5 and 6 pupils and is working closely as a male role model for the boys. He is also exploring meta-cognition as a tool in improving achievement.

Governors received a very positive update on **Initial Teacher Training (ITT)**, it was reported that four trainees have spent time at RMS, HR has observed their early experiences of teaching and has been delighted at the high standards they have achieved, a reflection of the excellent practice they have seen in the school together with close mentoring from HR and class teachers. It was noted that the second part of the SCITT Ofsted inspection was taking place this week, with a focus on the newly qualified teachers from last year, so it is unlikely that the inspectors will be visiting RMS.

The Head reported that there was significant evidence to show that the **Pupil Premium** is enabling this group of potentially vulnerable children to do as well as their peers. Last year's Year 6 leavers did extremely well, and the Pupil Premium children made better progress than their peers in the year group.

The Head had previously circulated the **School Development Plan** (**SDP**) and **SEF**, explaining how they are inextricably linked and also connect with the appraisal targets for staff. The SDP is written to tackle the deficit areas identified through the SEF, so cross referencing is important and the colour coding had helped make this clearer. There are Action Plans for each curriculum area which are produced and regularly reviewed and updated by curriculum coordinators.

The Chair noted that in the School Development Plan there was a column on 'Monitoring Person and Method'; which highlighted the involvement of the 'Governing Body'. EL was invited to give Governors an update on some work she and MM had started to develop in terms of Governor 'monitoring visits' and 'Learning Walks', which should be mutually beneficial to Governors and the school alike. Ofsted are also very interested in the degree to which Governors visit and know their school.

EL said that she and MM had recently carried out a Learning Walk observing the ways in which Maths was visually displayed in KS1 and KS2 classrooms. EL felt that she could have been better prepared in knowing what questions to ask, and that an hour was not long enough, she felt that a half day would be more useful.

Q: Do you think staff found it useful? A:Yes I do, it is always useful to get an independent opinion.(JS) EL concluded that she would meet with HR to develop a programme of visits and a schedule of questions or observations to make, so that there was a consistent approach taken by governors on their visits and standard reporting could be evidenced.

The Chair asked for Governor volunteers to undertake this aspect of **curriculum monitoring**, stating that it wasn't just for the Curriculum and Pastoral Committee governors to be involved; the following governors volunteered:

- Safeguarding- JL and JH
- Pupil Premium-EL
- SEND-MM
- Maths-BP and TL
- SMSC-LN and NS

It was noted that when the new Governors were in place they may wish to also join in, and consideration should also be given to english and phonics, it would also help their induction to the work of the school.

Resolved:

a) That EL will develop a schedule of monitoring visits and guidance on what a 'Learning Walk' could look like and present at a future FGB meeting. EL was thanked for taking on this development.

The Head then continued his update and circulated the most recent Governor Dashboard showing KS2 pupil attainment and progress for information and interest.

He then updated Governors on the use of the **Sports Premium**, which in part is used to buy sports coaching and development from Mike Layfield at Richmond School and some also contributes to the salary of Mr Lowes for outdoor learning opportunities.

He said one possible use of the grant could be to support the funding of a leased minibus that both schools could use in terms of transporting children to sports events, Forest School and other extra-curricular activities. The Joint Collaboration Committee had given it favourable consideration and requested that it should be discussed at both governing body meetings.(see GB 130/15b)

The Head informed Governors of the increasingly important role of the **Swaledale Alliance** and that both he and the Chair were on the Executive Board of the Teaching School Alliance, and as lead school for the ITT our school is seen as a key partner in supporting other schools in the area, and we look forward to RMS being at the forefront, playing a leading role in the future.

The Chair also added that Teaching School Alliances will play an increasingly significant role in school improvement, especially in the light of the recent Spending Review announcement that local authorities would no longer receive Education Support Grant (ESG) funding to support school improvement, and that increasingly there

EL

would be the move to increased 'sector-led school improvement',

which would also include Governor training. Resolved: b) That an update on the Swaledale Alliance would be a standing item for the FGB agenda. Clerk The Headteacher then closed his final Headteacher's report with the following statement: 'I always conclude my reports with a statement along the lines of -Thank you for your continuing support and commitment, and make a point of thanking governors at the end of each meeting. I do this because I know that volunteering to help lead a school is a huge undertaking and involves a great deal of your time and energy. Thank you for the trust you and previous governors have shown in me over the past nine years and the support you have given me personally and the school in general. It goes without saying that I wish you and the school continued success as Helen Ring takes the school forward. I know that you will afford her the same trust and support that you have given me.' Resolved: c) That the Head be thanked for his very informative report and for his unstinting contribution and commitment to the work ΑII and success of the school. GB To receive an update on the Curriculum and Pastoral Committee (held on the 21st October 2015): 125/15 MM, the recently appointed Chair of the Committee gave a brief overview of the main resolutions recorded in the draft minutes of the meeting, previously circulated to Governors. Tim Arundel had been nominated as Vice Chair. Information had been given to Governors on the new 'Early Years Baseline Assessment' which had been introduced in September 2015, Swaledale Alliance schools had all agreed to trial the 'Early Excellence' tool, based on early observation, the process currently used in EYFS. Concerns had been raised by Foundation Stage staff on the lack of 'school readiness' of many pupils, and a discussion took place on whether early years provision should be offered by the school, in ensuring that a quality learning experience could prevent child development delay. The Committee had requested that this should be raised at the FGB in terms of whether Governors would be interested in investigating this development further. Q: Could this mean another building project or is there enough space? A: It could, but there may be enough space. Q: Would the LA oppose the development as it could be financially detrimental to local childcare providers? A: At the moment there is a shortage of high quality spaces, and

the DFE are keen to encourage schools to get involved in delivering early education. The government is keen for schools to get involved, in order to prevent developmental delay as indicated by our FS school staff. The spending review has confirmed that from September 2017 parents in work for at least 16 hours a week will be entitled to 30 hours of free early education; currently there is a universal offer of 15 hours free early education a week for all 3 and 4 year olds and disadvantaged 2 year olds. So funding would be available to support sustainable delivery.

Q: Could children then be automatically guaranteed a place at the school?

A: No, as the normal NYCC admissions policy would need to be adhered to.

Q: When could it start if everyone was in agreement?

A: There is a recognition that this would need considerable planning and that a lot was already going on, especially as it would be the first year of the new Headteacher's appointment. But there is nothing wrong in starting to plan.

Further discussion took place and it was agreed that Governors would need more information in order to make an informed decision on how to progress. For example, Governors would need to know:

- If the LA would be supportive.
- If there was any evidence that early education impacted on later child attainment and achievement.
- If there was sufficient space.

Resolved:

a) That this was a whole Governing Body decision, and should be a substantive item on the next FGB agenda. Resolved:

b) That the Clerk would source research evidence of impact of early education on the attainment and achievement of children's progress, to be circulated prior to the next FGB. Resolved:

c) That the Head would let the Foundation Stage staff know that the Governing Body was considering the proposal.

MM reported that EL was planning to meet with the Pupil Premium support team in order to familiarise herself (as linked Pupil Premium Governor) with the challenges and solutions of the support offered. It was reported that the SEND Policy and Information report were now on the school website, and a positive meeting had taken place between the LA adviser and Mrs MacRae. Q: Was a report of the meeting received by the school? A: I am not sure.

Resolved:

d) That the Head would follow up, as a record of a visit should normally be sent to the school.

It was noted that the Committee had agreed that there should be

Chair/ Clerk

Clerk

Head

Head

	more of a focus on the SMSC and LN had agreed to discuss with HR and the new SIAMS Lead (JW). Q: Does the school have to have a SMSC Policy? A:It is not required, but there needs to be evidence that the school embeds the principles in all its work and that it should be considered at every C&P Committee. The NYCC recommended Child Protection Policy had been approved for ratification at the FGB (see item 14),but there were still some concerns about the 'definitions' section The Prevent Duty guidance from the DfE had been considered and had been recommended for consideration at the FGB (item 15).	
	Resolved: f) That MM be thanked for a very thorough report, which highlighted the level and extent of debate from the Committee.	AII
GB	SEND Update:	
126/15	This had been covered in the previous minute.	
GB	Safeguarding Update:	
127/15	There were no safeguarding issues to report.	
GB	To approve the NYCC recommended Child Protection Policy:	
128/15	This had been discussed in detail in the Curriculum and Pastoral Committee, and it was agreed that if the Policy protects the school and pupils then it should be located on the school website. Resolved: That the NYCC recommended Child Protection Policy should be located on the school website.	All
GB	To receive the DfE guidance on the Prevent Duty:	
129/15	Governors had been previously circulated with the DfE guidance and some discussion followed on how best to take forward by the Governing Body. It was recommended that Governors should undertake the on-line training, however, it was agreed that Governors should receive training on the subject at a future FGB meeting. Resolved: a)That the Chair would arrange training for the FGB.	Chair
	A summary of questions on 'British Values questions for Governors' had been circulated, it was a summary of questions that had been raised by Ofsted inspectors with schools in the area, and it was felt that it would be useful for the Curriculum and Pastoral Committee, with support from the 'Prevent Lead staff member 'to produce responses to the questions for wider circulation to Governors.	

To receive an update form the Joint Collaboration Committee held on the 18th November 2015: LN gave a brief overview of what had been discussed ,as the draft minutes had not yet been agreed or circulated to all Governors; he gave the following headlines: TA had been nominated as Chair of the JCC, with DW from Arkengarthdale (ACE) being nominated as Vice-Chair. ACE had expressed their sincere thanks to RMS for the tremendous support they had received during the absence of Anna Brown, evidenced by strong outcomes for children. The Collaboration Agreement had been reviewed and amended in the light of changes to staff from January 2016. In particular 'staff names' were replaced by staff roles, such as Headteacher, Deputy Headteacher and Inclusion manager. Joint policy, curriculum planning and extra-curricular activities continue to become more embedded between the two schools. The draft budget of £24k had been factored into both school budgets. C: Is that amount still realistic? A: RMS is providing a service to ACE, but I will revisit the original planning spreadsheet which supported this amount and consider whether it needs to change in anyway. Resolved: a)That the Head would review the budget for 2016/17and present any revisions to both FGBs, if appropriate. Both 'Friends of School' were now working together to maximise the joint working and emerging friendships between children and families across both schools. A proposal for a joint lease agreement for a shared minibus between the two schools was proposed for consideration by both FGBs. (also see item 10 The Headteacher's report) C: What would the bus be used for? A:In principle, it would be used by both schools to transport pupils from RMS to the Forest School, ACE pupils to sporting events and a whole range of other opportunities, it gives us the potential scope to be flexible and responsive.	Resolved: b) That HR would identify with the Chair of the Curriculum and Pastoral Committee (MM) the best way forward for school staff and Governors.	HR/ MM
Q: What about drivers? A: Staff would need to take part in MIDAS training, which NYCC provides and many schools have their own minibus in the area, so it is not unusual.	held on the 18th November 2015: LN gave a brief overview of what had been discussed, as the draft minutes had not yet been agreed or circulated to all Governors; he gave the following headlines: • TA had been nominated as Chair of the JCC, with DW from Arkengarthdale (ACE) being nominated as Vice-Chair. • ACE had expressed their sincere thanks to RMS for the tremendous support they had received during the absence of Anna Brown, evidenced by strong outcomes for children. • The Collaboration Agreement had been reviewed and amended in the light of changes to staff from January 2016. In particular 'staff names' were replaced by staff roles, such as Headteacher, Deputy Headteacher and Inclusion manager. • Joint policy, curriculum planning and extra-curricular activities continue to become more embedded between the two schools. • The draft budget of £24k had been factored into both school budgets. Q: Is that amount still realistic? A: RMS is providing a service to ACE, but I will revisit the original planning spreadsheet which supported this amount and consider whether it needs to change in anyway. Resolved: a)That the Head would review the budget for 2016/17and present any revisions to both FGBs, if appropriate. • Both 'Friends of School' were now working together to maximise the joint working and emerging friendships between children and families across both schools. • A proposal for a joint lease agreement for a shared minibus between the two schools was proposed for consideration by both FGBs.(also see item 10 The Headteacher's report) Q: What would the bus be used for? A:In principle, it would be used by both schools to transport pupils from RMS to the Forest School, ACE pupils to sporting events and a whole range of other opportunities, it gives us the potential scope to be flexible and responsive. Q: What about drivers? A: Staff would need to take part in MIDAS training, which NYCC provides and many schools have their own minibus in the area, so	Head

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	A good deal of discussion took place about whether it was a health and safety issue, about payment from children and longer term sustainability. Q:So when are you thinking of implementing and how long is the lease A: Preferably from the start of the next financial year and the quote	
	we have is for 3 years.	
	Q: So who would be accountable if the collaboration ended? A: The detail would need to be discussed by both schools.	
	Q: Could a cost-benefit analysis take place to show how much the investment would offset previous costs of transport hire and how health and safety risks could be minimised? A: That can be done across both schools to demonstrate savings and efficiencies.	
	Resolved: b) That the Head and SBM would carry out financial modelling for consideration at the next F&P Committee in March 2015,with feedback from Arkengarthdale School to support the Finance and Personnel agenda item.	Head/ SBM
GB 131/15	To receive the updated Governor Development Plan for 2015/16:	
	The Chair had previously circulated the development plan and asked Governors to complete the right hand columns regarding attendance of development or training sessions and whether they were still relevant priorities for them. Not all Governors had returned their responses, so the Chair asked for returns to be sent to her by the 18 th December 2015 at the latest, so she could compile an overall Plan.	
	Resolved: That Governors would complete the plan and return their contributions direct to the Chair by the 18 th December 2015.	All
PART C - RESOURCES		
GB 132/15	Update on the Budget and staffing :	
132/13	The Head explained that he would not be surprised if there was a small in year deficit, but that this was being closely monitored by the SBM and the Finance and Personnel Committee. As outlined in the Headteacher's report, the school had more pupils than anticipated which would result in an increase in income, and he had covered the staffing update in detail.	
	At this point he passed over to the Chair of the Finance and Personnel Committee (NS) for a more detailed report.	

GB 133/15

To receive a verbal update from the Finance and Personnel Committee: (held on the 16th November 2015)

NS explained that she had been nominated as Chair for 2015/16 with Tom Lascelles as Vice-Chair.

She outlined the main headlines from the meeting, as the minutes had not, as yet, been agreed or circulated to all Governors.

- The revised budget had been agreed and recommended for ratification by the FGB-the carry forward for the coming year being £24,800,with predictions for the next three years made on assumptions regarding pupil numbers ,increased staffing costs(NI increases) and the absence of detail about the 'Fairer Funding' decisions announced in the Spending Review
- Governors had received the annual NYCC benchmarking report in comparison with five other schools in the county.
 We came out favourably and the report can be forwarded with the draft minutes.
- The school WAC was continuing to expand and be selfsufficient. It had been agreed that charges would stay the same and not increase this year, it was noted that the service was an attraction to many families.
- The school was continuing to monitor the charges for school trips to ensure viability and inclusion for all families.

Q: How much extra do we charge pupils for trips to offset the estimated 10% of parents that cannot pay?

A: We do include estimated staffing costs and admin and have agreed to 'break even' and not to subsidise. We have also told parents that if we don't get payments in a timely way then the trip would need to be cancelled.

- Headteacher appraisal for the new Headteacher would take place in January, with the inclusion of an external adviser.
- Advice had been gained from Brian Park about the Charities Commission and the School Fund, and this had been carefully followed up by the SBM. It was agreed that the School Fund should be an annual standing agenda item on the September FGB agenda.

Resolved:

That the SBM be thanked for her hard work in ensuring and confirming that the School Fund was compliant with Charities Commission requirements, and that there should be a standing FGB agenda item at the first FGB of the academic year.

All/ Clerk

GB	Verbal update on the BaSE Committee:	
134/15	 PB explained he had been appointed as Chair for the 2015/16 academic year and NS had accepted the role of Vice Chair. Governors had been previously circulated with the minutes of the meeting held on the 12th October 2015 and PB gave a brief overview: Positive and complimentary feedback from the HaNDS adviser on the way in which staff and Governor attitudes promoted a healthy and safe environment. That NS (Health and Safety Link Governor) and JH with the SBM and Caretaker would take part in a Health and Safety 'walk around' on the 7th December 2015 at 2pm. The maintenance budget of £20k had been committed over the year leaving a balance of £7,300 to cover costs for the rest of the year, which meant that some of the plans couldn't take place as planned. Q: Have all essential actions taken place? A: Yes, we just have a few desirable actions to complete. Consideration is still being given to the purchase of an evacuation chair, depending on pupil needs. Plans are underway for the completion of the outdoor learning area, the Gazebo has been installed and we are waiting for a path to be completed to act as walkway from the school, this will be implemented when the weather improves. 	
	Resolved: That PB be thanked for his useful update.	All
GB	Health and Safety Update:	
135/15	There was nothing further to report (see minute GB 134/15)	
GB 136/15	To ratify the NYCC recommended Reorganisation, Redundancy and Redeployment Policy:	
	The policy had been previously circulated to Governors and was considered and approved by the Finance and Personnel Committee for ratification by the Full Governing Body. Resolved: That the policy be adopted, signed and dated by the Chair.	All
	PART D- OTHER BUSINESS	1
GB	Thank you to the Headteacher:	
137/15	The Chair, on behalf of the Full Governing Body wished to thank Mark, the Headteacher, for all his work over the past nine years at the school. It was noted that he must have attended hundreds of governing body meetings across both schools and yet still provided evidence of his commitment and enthusiasm for the profession and most of all, for each and every child that he knew by name. He is	

leaving on a high note with strong results, a balanced budget, increasing numbers of children and leadership of a strong collaboration with Arkengarthdale school.... a great achievement. Every member of staff and every pupil has gained tremendously from his time here, thank you from all the Governors, and every happiness and success in the future.

The Headteacher thanked the Governors for their voluntary support and commitment to the school and the impact that they had made on the ongoing success of the school.

There being no further business, Governors were thanked for their attendance and commitment to the school and the meeting closed at 8.00pm.

Date of the next meeting of the Full Governing Body:

Monday 25th January 2016 at 6pm.

Please send any apologies to the clerk Pat Gale:

Pat.gale@northyorks.gov.uk;

07793 846 441