

Minutes of a meeting of the Full Governing Body of Richmond Methodist Primary School Governing Body held at the school on Monday 5th October 2015 at 6pm.		
<p>Present: Jan Linsley (Chair) Mark Allison (Headteacher), Tom Lascelles, Eithne Longstaff, Paul Bell, Nicola Scrafton, Marie Mann, Brian Park, Rev. Les Nevin.</p> <p>In attendance: Helen Ring (RMS Deputy Headteacher) Pat Gale (NYCC Clerk)</p>		
Minute No.		Action
PART A - PROCEDURAL		
GB 91/15	<p>Welcome and apologies: The Clerk welcomed everyone to the meeting and the Rev. LN gave an opening prayer.</p> <p>Apologies had been received and consented to from Linda Sims Jenny Hargreaves and Tim Arundell.</p>	
GB 92/15	<p>Election of Chair and Vice Chair for 2015/16: The Clerk invited nominations for the Chair for a period of one academic year. Ms J Linsley was nominated by LN and seconded by PB, there were no other nominations. The Clerk asked the potential candidate if she wished to be considered as Chair for a further year; JL explained that work commitments had increased significantly and that she would wish to step down at the end of this academic year and let someone else take on the role, explaining that Governors would need to consider how succession planning should be considered; with the potential of having a co-chair or two Vice Chairs, in order to take on some of the role. JL left the meeting whilst Governors considered the situation, after some discussion they felt that a single Chair was the preferred option with consideration to be given to two supporting Vice-Chairs. A secret ballot was held and the majority of Governors agreed that JL should be Chair for the academic year ahead. JL was invited back into the meeting and offered the role of Chair.</p> <p>Resolved: a) That JL accepted the role of Chair for the 2015/16 academic year and Governors thanked her for her support and commitment to the school.</p> <p>JL then took over the chairing of the meeting and invited nominations for the post of Vice Chairs. TA, the current Vice Chair had expressed some concern about availability to carry out the role, due to changed working arrangements, but in his absence he was proposed as Vice Chair. The Chair then requested nominations for a further Vice Chair, and EL said she would be willing as long as she had support in developing the role. On this basis, Governors were invited to carry out a secret ballot for the appointment of two candidates, TA (in his absence) and EL who was asked to leave the meeting. After some discussion the voting resulted in a majority of votes for TA and a unanimous return</p>	All

	<p>of votes for EL. The Chair invited EL to re-join the meeting and offered her the role of joint Vice Chair with TA (in his absence). Resolved: b) That EL accepted the role of joint Vice Chair for the 2015/16 academic year and was thanked for her commitment to the school.</p> <p>Resolved: c) That TA would be offered the role of Joint Vice Chair for 2015/16 but if unable to accept, then a further co-Vice Chair would be nominated and elected at the next FGB.</p>	<p>All</p> <p>Chair/ All</p>
GB 93/15	<p><u>Declarations of Interest:</u></p> <p>Governors were requested to complete and sign :</p> <ul style="list-style-type: none"> • The new Disqualification Register • Business and Personal Interests forms • Hospitality Register <p>The clerk noted that these could be updated at any time and would be stored in the school office. Governors were reminded that their details and Business and Personal Interests information would be located on the school website, as a new requirement of the 2012 governance regulations. Resolved: That all Governors completed the declarations of interest.</p>	All
GB 94/15	<p><u>Confidentiality:</u></p> <p>One item was raised:</p> <ul style="list-style-type: none"> • Update on the DHT appointment (minute: FGB 114/15) 	
GB 95/15	<p><u>Notification of urgent other business:</u></p> <p>None declared.</p>	
GB 96/15	<p><u>To adopt the Standing Orders and Code of Practice:</u></p> <p>The Governors had been previously circulated with the documentation. LN requested the need to make a few important amendments as follows:</p> <ul style="list-style-type: none"> • Bullet point 3 under the heading 'General' replace with 'Methodist Circuit'. • Bullet point 2, under the heading 'Relationships' replace the wording with 'We will seek to develop effective working relationships with the head, staff, parents, the LA, the Methodist Church and the community.' <p>All Governors agreed to these amendments.</p> <p>Resolved: That the standing orders be adopted with the agreed amendments.</p>	All/ Clerk

<p>GB 97/15</p>	<p><u>Confirmation of Committee membership and Governors with specific link responsibilities:</u></p> <p>Governors had been circulated with the terms of membership of Committees and they were asked to confirm or change their membership of committees and panels.</p> <p>Resolved: a) That the terms of membership were agreed and adopted.</p> <p>The following membership was then agreed:</p> <table border="1" data-bbox="387 562 1225 1592"> <thead> <tr> <th>Committee/Panel</th> <th>Membership</th> </tr> </thead> <tbody> <tr> <td>Finance and Personnel</td> <td>JL,TL,BP,NS,Headteacher</td> </tr> <tr> <td>Curriculum and Pastoral</td> <td>TA,LN,EL,MM,LS,</td> </tr> <tr> <td>BaSE</td> <td>JH,PB,NS,Headteacher</td> </tr> <tr> <td>Headteacher Performance Management</td> <td>JL,TL,NS,</td> </tr> <tr> <td>Headteacher Performance Management –Review Officer.</td> <td>MM</td> </tr> <tr> <td>Complaints Panel</td> <td>LN, PB, NS + vacancy.</td> </tr> <tr> <th>Responsibilities</th> <th>Membership</th> </tr> <tr> <td>Safeguarding</td> <td>Chair</td> </tr> <tr> <td>Pupil Premium</td> <td>EL</td> </tr> <tr> <td>Health and Safety</td> <td>NS</td> </tr> <tr> <td>SEND</td> <td>MM</td> </tr> <tr> <td>Data</td> <td>EL</td> </tr> <tr> <td>Curriculum Monitoring</td> <td>TA, LN, EL, MM, LS. *members of C&P</td> </tr> </tbody> </table> <p>Resolved: b) That membership would be reviewed as new Governors joined the FGB.</p>	Committee/Panel	Membership	Finance and Personnel	JL,TL,BP,NS,Headteacher	Curriculum and Pastoral	TA,LN,EL,MM,LS,	BaSE	JH,PB,NS,Headteacher	Headteacher Performance Management	JL,TL,NS,	Headteacher Performance Management –Review Officer.	MM	Complaints Panel	LN, PB, NS + vacancy.	Responsibilities	Membership	Safeguarding	Chair	Pupil Premium	EL	Health and Safety	NS	SEND	MM	Data	EL	Curriculum Monitoring	TA, LN, EL, MM, LS. *members of C&P	<p>All</p> <p>All</p>
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<p>GB 98/15</p>	<p><u>To confirm the scheme of delegation to the Headteacher as detailed in the Budget Management Policy:</u></p> <p>Governors had been previously circulated with the policy and agreed that the scheme of delegation should remain at £5,000.</p> <p>Resolved: That Governors approved the Budget Management Policy for 2015/16 and agreed that the scheme of delegation to the</p>	<p>All</p>																												

	Headteacher should remain at £5,000.	
GB 99/15	<p><u>Update on Governor Vacancies:</u></p> <p>The Chair reported that there were a number of vacancies:</p> <ul style="list-style-type: none"> • 1 Parent Governor (to be elected) • 1 LA Governor (to be nominated by LA or a recommendation by the FGB to the LA) • 2 Co-opted Governors (to be co-opted by the FGB on the basis of skills match,cv and recommendation by the Chair to the FGB) <p>It was noted that the Head had promoted the opportunities to parents and this had resulted in considerable interest in this important role.</p> <p>The Chair reminded Governors that the key skills gaps were, finance, legal, HR, and premises/building knowledge.</p> <p>It was agreed that candidates would be required to complete a letter of application, disqualification register, a skills audit and c.v as appropriate.</p> <p>Resolved: That the Chair and Vice Chair(s) would oversee the Governor recruitment process with support from the Head, the Clerk and the LA and recommend appointments to the next FGB.</p>	Chair/ Head/ Clerk
GB 100/15	<p><u>To approve as a correct record the minutes of the FGB meeting held on the 6th July 2015:</u></p> <p>The minutes were approved by MM and seconded by TL as an accurate record of the meeting.</p> <p>Resolved: The Minutes of the 6th July 2015 were accepted as an accurate record, signed and dated by the Chair.</p>	Chair
GB 101/15	<p><u>Matters Arising from the minutes not covered by the agenda:</u></p> <ul style="list-style-type: none"> • Confidential minute- DHT appointment. • GB 76/15-query about further discussion on the potential merger of BaSE Committee into Finance and Personnel and renamed as the 'Resources' Committee. A suggestion was also made that Personnel could move to Curriculum and Pastoral Committee. Some discussion took place around keeping the status quo for the moment, but to review the effectiveness of the current arrangements. <p><i>Q: Can we keep the current arrangement and then review when the new Head is in post?</i></p> <p><i>A: This is probably the best way forward.</i></p> <p>Resolved: That the existing committee structure is maintained, but open to review during the academic year.</p>	Chair/ All

<p>GB 102/15</p>	<p><u>Confirmation of dates for 2015/16:</u></p> <p>A schedule of dates for the FGB and committees had been discussed and agreed in principle at the last meeting in July 2015. The Clerk reported that the Arkengarthdale Governors would wish to change the scheduled JCC meeting from the 25th November to the 19th November if at all possible. The JCC Governors found that difficult and requested a possible compromise of the 18th November.</p> <p>Resolved: That the Clerk would determine whether this change of date was agreeable for the Arkengarthdale Governors and would confirm the preferred date as soon as possible. (Post meeting decision-18th November 2015 at 5pm at Arkengarthdale school).</p>	<p>Clerk</p>
<p>PART B-SCHOOL IMPROVEMENT</p>		
<p>GB 103/15</p>	<p><u>Headteachers Report on Standards:</u></p> <p>The Head circulated an Early Standards Report for 2015 explaining that it represented the comparative data that the school currently has, and is based on the 'Perspective Light' database; and that Raise-on-line will be published later in October. The comparisons are against Local Authority data and some early national indicators. It was noted that Raise-on-line data is the information that Ofsted use for their inspections and to 'assess' risk when planning which schools to inspect.</p> <p>It was reported that Foundation Stage children are assessed developmentally when they first arrive at school at the age of five in terms of their prime learning goals, such as communication and language, physical development, personal, social and emotional development. Specific learning goals, literacy, mathematics, understanding the world and expressive arts and design are also assessed. It showed that 60% of Foundation Stage pupils had achieved a Good Level of Development, which means they have been awarded expected or exceeded grades in all Prime learning and all literacy and maths goals, with an average total point score for the cohort of 45 children of 34.6. Only reading, writing and number were slightly less than the expected 2 levels. In terms of average total points scores this showed a higher level than the LA and national averages for this age group.</p> <p><i>Q: Is there anything unusual about this cohort?</i> <i>A: Not really it just shows that children are developing at different levels and some may need more support than others.</i></p> <p><i>Q: Is putting children in classes by age rather than stage of development a self-fulfilling prophecy?</i> <i>A: The time of year a child is born does impact and at some point putting pressure on children is needed to ensure they perform to their actual ability.</i></p> <p><i>Q: Do other schools have mixed age classes?</i> <i>A: Yes, for example at Arkengarthdale and Melsonby there are KS1 and KS2 classes.</i></p>	

	<p>It was noted that Year 1 phonics testing showed a decline of 6.8% points compared with 2014, with 72.7% of pupils working at the required standard, slightly lower than the LA level and about 2% lower than the national average. However Year 2 phonics results showed a score of 88.9%, considerably higher than the LA and national averages. The results also showed that boys performed more strongly than girls, which bucks the local and national trends.</p> <p>The Head highlighted the KS1 results which showed that the vast majority of pupils had achieved two levels or above in reading, writing and maths, and was much higher, by about 10% than LA and national levels. Results that the Head and staff were very pleased with, it had been a girl-dominant cohort, with girls significantly outperforming boys in writing, but boys outperforming girls in maths, a gender related national trend. Additional writing skill sessions had been offered to the boys and the time invested had been well received.</p> <p>KS2 results were also very strong in comparison with local and national levels, and reading results were really impressive with 100% of pupils attaining level 4 or better compared with the LA results of about 87%. Maths was slightly lower than the previous year, but still exceeded LA and national percentages.</p> <p>Governors were then shown an Early Value-Added analysis of KS1 to KS2 progress, which demonstrated a strong set of results, with 100% of pupils making two levels of progress in Reading and 34% making three levels of progress. 98% of the cohort made two levels of progress in Writing and 43% made three levels of progress; for the first time we had a boy achieving a level 6 and 39% of pupils were assessed at level 5+, which is good, and even more pleasing is that 44% of last years' boys achieved L5+, which was a great achievement. However, maths attainment and progress was more diverse. 9% made fewer than two levels of progress, below expectation. However, 45% made 3 levels' progress and 7% made four levels progress, which is exceptional. In terms of attainment 20% achieved level 6, well above the national average.</p> <p>(To note: EL left the meeting at 8pm)</p> <p><i>Q: What about the Pupil Premium children, how did they perform?</i></p> <p><i>A: The results to date show that they did better than their peers, which is really good and unusual.</i></p> <p><i>Q: What should the school development plan be focusing on this year?</i></p> <p><i>A: Invest in maths support and the fact that lower achieving pupils seem to have made worse progress than their more-able peers is something we need to investigate and take action on.</i></p> <p>Resolved:</p> <p>a) That the staff be thanked for their hard work in ensuring such pleasing results, they have a lot to be proud of.</p> <p><i>Q: What is the PE/Sports grant being spent on this year?</i></p> <p><i>A: It is being committed to staff salaries for coaching and training.</i></p> <p>Resolved:</p>	<p>Chair</p>
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	<p>b) That the Headteacher be thanked for a helpful overview on standards</p>	<p>All</p>
<p>GB 104/15</p>	<p><u>SEND Update:</u></p> <p>The draft SEND Policy had been previously circulated and copies were available for Governors to consider. HR explained that it reflected a new Code of Practice confirmed in September 2015, and that there had been a significant shift in emphasis in the identification of children with special needs and additional support. All staff were now involved in the identification of need and the SENCo (AM) role had become more advisory and a good deal of her time was spent in meetings with external partners who would develop the EHC plans.</p> <p>Governors agreed to the Policy with the amendment that the reference to the use of the NYCC Inclusion Quality Mark be removed until the school had achieved it and the queries removed before the policy was signed by the Chair.</p> <p>It was also noted that the SEN Information Report linked to the 'Local Offer' should be placed on the website as a separate document, which would be reviewed annually.</p> <p>MM had previously circulated a report on her SENCo Liaison meeting with AM held on the 2nd October 2015. It was noted that a good deal of work was being implemented on 'Reading Count' which is replacing Phonics Count. NYCC has introduced a new referral system for setting up and reviewing EHC plans, and a weekly panel meets centrally to guarantee responses to schools within 10 days of any referral being made.</p> <p>MM reported that two pupils with mobility issues require a Personal, Emergency, Evacuation Plan (PEEP), and concerns had been raised about evacuation from the ICT suite and the time it could take in the case of an emergency; an evacuation chair had been recommended for consideration by the school.</p> <p><i>Q: Is this a serious health and safety issue?</i> <i>A: At the moment it is not a concern, but could become a risk in the future if mobility deteriorates, this will be closely monitored and risk assessed regularly, and will be considered by the BaSE Committee.</i></p> <p>It was noted that the NYCC SEND Adviser will be visiting the school shortly to ensure policies and procedures are in place.</p> <p>Resolved: a) That the SEND Policy be adopted and approved, subject to some minor amendments, for inclusion on the school website.</p> <p>Resolved: b) That Mrs MacRae be thanked for her work in producing the policy and further developing the Information Report.</p> <p>Resolved: c) That MM be thanked for her useful update as SEND Liaison Governor.</p>	<p>Clerk Chair</p> <p>All</p> <p>All</p>

<p>GB 105/15</p>	<p><u>Safeguarding Update:</u></p> <p>There were no safeguarding issues to be raised. HR reported that the safeguarding/child protection policy would be discussed at the next C&P Committee.</p>	
<p>GB 106/15</p>	<p><u>The Complaints Policy:</u></p> <p>The NYCC recommended Complaints Policy, procedure and complainants leaflet had been previously circulated and the Chair invited any comments.</p> <p>Governors agreed to adopt the policy subject to it being customised for RMS.</p> <p>The Chair then invited nominees to sit on the Complaints Panel. It was agreed that PB, LN and NS would take on this role, and that a further Governor would be invited to join the Panel as substitute in order to ensure quoracy and impartiality.</p> <p>Resolved:</p> <p>a) That the Complaints Policy be adopted and all Governors and Staff be fully aware of the Complaints process.</p> <p>Resolved:</p> <p>b) That PB, LN and NS form a Complaints Panel with a further substitute Governor to ensure quoracy and impartiality.</p>	<p>All</p> <p>PB/ LN/ NS</p>
<p>GB 107/15</p>	<p><u>To approve the Governing Body annual statement for 2014/15:</u></p> <p>The Chair had previously circulated a draft annual statement on behalf of the Governing Body which reflected the highlights of 2014/15, gave Governor details, business and personal interests and a record of FGB attendance.</p> <p><i>Q: Why do we have to do this?</i></p> <p><i>A: It is a recommendation from the 2012 governance regulations and is to be placed on the school website to ensure that the school Governing Body is transparent and open to parents and the wider community, in line with the Nolan Principles of Public Life.</i></p> <p>Resolved:</p> <p>That the Chair be thanked for producing this statement on behalf of the Full Governing Body, and agreed it should be located on the school website and updated annually.</p>	<p>All</p>
<p>GB 108/15</p>	<p><u>To approve the Governor Development Plan for 2015/16:</u></p> <p>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.</p> <p>The Chair also thanked those Governors who had completed her 360 degree assessment on the effectiveness of the Chair as part of a review of the governance leadership role.</p> <p>It was noted that most of the NYCC Governor training was taking place away from the area and that a more local location would be preferred, especially on subjects such as Performance-related pay.</p>	

	<p>Resolved: a)That Governors would complete the plan and return their contributions to the Chair via the school office as soon as possible.</p> <p>Resolved: b)That the Chair would discuss the potential for more local options with the Swaledale Alliance.</p>	<p>All</p> <p>Chair</p>
<p>PART C – RESOURCES</p>		
<p>GB 109/15</p>	<p><u>Update on the Budget :</u></p> <p>The Head had circulated a financial monitoring report dated the end of August 2015, and reported that staffing costs would impact on the budget, due to increases in TA staff and increased pupil numbers but this would be monitored and reviewed in November. He noted that there would be a positive in-year change due to increased pupil numbers, and some potential savings on maternity cover and the DHT appointment, but that this would not impact until January.</p> <p><i>Q: Can the monitoring reports be formatted so that the commentary on variances can be seen, or perhaps the variances and commentary be attached as a separate document to accompany the spreadsheet.</i></p> <p><i>A: We will let the SBM know, so changes can be made.</i></p> <p>Resolved: That the Head be thanked for this interim report on the budget.</p>	<p>All</p>
<p>GB 110/15</p>	<p><u>Update on staffing:</u></p> <p>The Head reported that this would be covered in his next report to Governors, but that an additional TA had been appointed to support a pupil with mobility issues.</p> <p>The Chair then asked if Governors had considered the recently released and circulated NYCC recommended Pay Policy and if they had any observations, no concerns were raised and it was agreed that the Policy should be adopted.</p> <p>Resolved: That the NYCC recommended Pay Policy was approved and adopted for 2015/16.</p>	<p>All</p>
<p>GB 111/15</p>	<p><u>Health and Safety Update:</u></p> <p>NS, the H&S link governor, reported that she had undertaken an annual survey with the HaNDs adviser, the SBM and Head that morning, and all seemed positive. A report would be produced and this would be considered in detail by the BaSE Committee on the 12th October.</p>	

	<p>Resolved: That the SBM,Head and NS be thanked for their continuing support for this area of school safety.</p>	<p>NS/ SBM Head</p>
<p>GB 112/15</p>	<p><u>Premises Update:</u></p> <p>The Head explained that the planned refurbishment of three KS1 Classrooms, at a cost of £50k, had successfully taken place over the summer holidays to a very high standard; fencing and Foundation Stage refurbishment has been put on hold in the short term.</p> <p>Resolved: That the BaSE committee would have a walk round the new developments at their next meeting.</p>	<p>BaSE</p>
<p>PART D- OTHER BUSINESS</p>		
<p>GB 113/15</p>	<p>See confidential minute: GB 114/15</p> <p>There being no further business, Governors were thanked for their attendance and commitment to the school and the meeting closed at 8.45 pm.</p> <p><u>Date of the next meeting of the Full Governing Body:</u></p> <p>Monday 30th November 2015 at 5.30 pm for a 6pm start.</p> <p>Please send apologies to the clerk Pat Gale :</p> <p>Pat.gale@btinternet.com; 07793 846 441</p>	
<p>GB 114/15</p>	<p><u>Confidential Minute:</u></p> <p>The Appointment Process for the DHT:</p> <p>The Chair reported that the recruitment process had successfully resulted in seven strong applications for the post of DHT, the shortlisting and interviewing panel(PB, LN, EL and JL), with advice from HR, had met at 5pm ,prior to this meeting, and had identified three candidates for interview on the 20th October 2015. The Head confirmed that all 3 candidates had taken the opportunity to visit both schools. It was agreed that Mark would welcome the candidates to the school, but that it would be Helen's decision as a member of the selection panel.</p> <p>Resolved: That Governors be thanked for their commitment to the recruitment process.</p>	<p>All</p>