

Minutes of a meeting of the Full Governing Body of Richmond Methodist Primary School Governing Body held at the school on Monday 2nd October 2017 at 6pm.		
<p>Present: Jan Linsley, Tom Lascelles, Stephen Rawson, Helen Ring (Headteacher), Peter Cooke, Nicola Hebb, Julie Swinbank, Nicola Scrafton, Rev Les Nevin, Brian Park, Rebecca Simpson and Eithne Longstaff.</p> <p>In attendance: Susan Gardner (RMS Deputy Headteacher-adviser to Governors) Pat Gale (NYCC Clerk)</p>		
Minute No.		Action
PART A - PROCEDURAL		
GB 80/17	<p><u>Opening Prayer and Welcome:</u> The Chair welcomed everyone to the first meeting of the 2017/18 academic year, and the Rev. Les Nevin gave an opening prayer, focusing on the principles of public life and the collective responsibility as a Governing Body to selflessly serve the school.</p>	
GB 81/17	<p><u>Apologies for Absence:</u> Apologies had been received and consented to from Lucinda Kirk.</p>	
GB 82/17	<p><u>Annual Declarations of interest:</u> Governors were invited to complete for the records:</p> <ul style="list-style-type: none"> • The Disqualification Declaration • The Hospitality Register • The Register of Business Interests 	
GB 83/17	<p><u>Confidentiality:</u> An item on staffing raised by the HT.(see minute: GB 98/17)</p>	
GB 84/17	<p><u>Notification of urgent other business:</u> None declared.</p>	
GB 85/17	<p><u>To approve the Instrument of Government and adopt the Standing Orders and Code of Conduct for the school:</u></p> <p>The Instrument of Government was approved for the 2017/18 academic year.</p> <p>Resolved: a) That a copy of the Instrument would be sent to Janet Park, the North Yorkshire Dales Circuit Superintendent for her signature.</p> <p>The Standing Orders and a new Code of Conduct recommended by the NGA, were considered and approved.</p> <p>Resolved: b) All Governors signed their agreement to the Code of Conduct.</p>	<p>Clerk</p> <p>All</p>

<p>GB 86/17</p>	<p><u>To agree the Terms of Reference for the 2017/18 academic year:</u></p> <p>The Chair confirmed that she would continue as Chair for her second term of office and both Steve Rawson and Nicola Scrafton agreed to continue as Vice Chairs until their term of office also ended in August 2018.</p> <p>Governors considered the membership of the statutory committees and agreed to continue their membership for a further year.</p> <p>Resolved: a) That Governors agreed to their membership of statutory committees.</p> <p>The Link Governor roles were considered and it was noted that as the GB no longer had a Finance Committee, it was recommended to appoint a Finance Link Governor. LN nominated Brian Park and this was seconded by NS, BP agreed to take on the role.</p> <p>Resolved: b) That all Link Governors agreed to continue in their roles and BP agreed to take on the role of Finance Governor.</p> <p>The Learning Walks schedule was discussed and it was agreed that the priorities for 2017/18 would be:</p> <ul style="list-style-type: none"> • A joint Learning Walk on the 'Enrichment Friday' between Arkengarthdale and RMS Governors (2 max from each school), possibly to focus on 'writing'; and to take place before Christmas. • Early Years Foundation Stage <p>Resolved: c) That RS, the 'Learning Walks Link Governor', would discuss the schedule with the HT.</p> <p>Resolved: d) That the Terms of Reference document be amended in the light of decisions taken.</p> <p>(To note: EL had to leave the meeting at 6.30 pm and gave her apologies.)</p>	<p>All</p> <p>All/BP</p> <p>RS/HT</p> <p>Clerk</p>
<p>GB 87/17</p>	<p><u>To approve the Governing Body Annual Statement for 2016/17:</u></p> <p>The Chair reminded governors that the annual statement provided a summary of key actions that the Governing Body had achieved during the previous academic year, it also recorded Governor attendance. The Statement, subject to a minor grammatical change would be located on the school website.</p> <p>Resolved: That the Governing Body Annual Statement for 2016/17 would be located on the school website.</p>	<p>All</p>

<p>GB 88/17</p>	<p><u>To approve the Governor Development Plan for 2017/18:</u></p> <p>Governors had received the updated report and accepted the key areas for development, recognising that they needed to send evidence of training to the Clerk so it could be recorded in the Governor Training File. There was some discussion about how, in the future, a 'Governor-only' area of the website could be developed for locating Governor business. The HT confirmed that this was in the school website development plan.</p> <p>The Chair asked for an update on training undertaken since the last meeting. BP, LN and NS had undertaken safeguarding training. The Chair circulated a list of NYCC training opportunities for Governors and asked if they could confirm whether they wished to participate in any events.</p> <p>The DHT explained that a 'Governor-only' (in partnership with Arkengarthdale school) PREVENT training session was being offered at the school on the 9th November from 4pm to 5pm.</p> <p>Resolved: That Governors should let the DHT know if they wished to participate in the PREVENT training session.</p>	<p>All</p>
<p>GB 89/17</p>	<p><u>To confirm the scheme of delegation to the Headteacher as outlined in the Budget Management Policy:</u></p> <p>Governors had been circulated with Annex B of the Policy item 4, which stated: 'the Headteacher shall not vire from one budget head to another any sum exceeding 0.5% of the delegated budget or £5,000 whichever is the lesser, without the consent of the Governing Board or, in the case of an urgent matter, the Chair thereof'.</p> <p>Resolved: That Governors agreed to the £5,000 limit and the Budget Management Policy would be considered in greater detail at the December 4th FGB meeting.</p>	<p>All</p>
<p>GB 90/17</p>	<p><u>To approve as a correct record the minutes of the FGB held on the 26th June 2017:</u></p> <p>Governors had been previously circulated with the minutes of the last meeting and they were proposed as a correct record subject to a few minor changes.</p> <p>Resolved: That the minutes of the 26th June 2017 be approved as an accurate record signed and dated by the Chair.</p>	<p>Chair</p>
<p>GB 91/17</p>	<p><u>Matters Arising from the minutes not covered by the agenda:</u></p> <p>The Chair talked through the actions from the minutes and Governors agreed that most actions had been completed (see summary of actions Attach.1) ;it was also agreed that: GB 77/17a) and 77/17 b)-relating to the Charging and Pricing Policies should be reviewed at the December meeting.</p>	

	(Also see confidential minute GB 98/17) Resolved: That the revised policies should be considered at the next FGB meeting on the 4th December 2017.	All
GB 92/17	<u>To agree the dates and times of meetings for the 2017/18 academic year:</u> A revised schedule had been circulated and the Chair requested an earlier start time for meetings of 5.30 pm rather than 6pm in support of the wellbeing of senior leaders. This was agreed, although a few Governors may occasionally be late but would inform the Chair/Clerk if that was likely to be the case. (To note that the Clerk would be unable to attend the 4 th December 2017 and 29 th January 2018 meetings due to previously arranged commitments at another school-alternative NYCC clerking arrangements would hopefully be arranged.) Resolved: The date of the next meeting would be on the 4th December at 5.30 pm (with networking and refreshments from 5pm).	All
PART B-STRATEGIC DIRECTION		
	This agenda item was not discussed.	
PART C- EDUCATIONAL PERFORMANCE		
G93/17	<u>To receive the Headteacher's Report:</u> The HT circulated her report to Governors (October 2017) supported by 'Data headlines' for 2017. The HT and DHT presented the key data headlines (attach.2) and Governors were invited to comment or ask questions. It was noted that the EYFS Lead Adviser had visited the school on the 19 th September for a monitoring visit and had written a very positive report; including the following quotes: <ul style="list-style-type: none"> • 'The learning environment has been transformed by the hard work of the new staff over the summer break. As a result both classrooms are bright, exciting and stimulating environments, where a good range of resources are well organised to allow the children's independent access. The full range of areas of provision is well defined and labelled and good innovative use has been made of the whole space'. • 'More opportunities for learning have been provided.....a good start has already been made.' • 'Good progress was observed during time spent in the provision....It was very evident that all the new staff had made good relations with the children and were getting involved in the children's own initiated learning'. • 'As a result of the transition process put in place, the routines being established in the newly developed provision, where adults are supporting the children in their learning in the areas of provision, a very calm, purposeful learning environment is already being created, where children who have only been in school for a very short 	

	<p>period are settled and engrossed in learning’.</p> <ul style="list-style-type: none"> • ‘The ongoing improvements already seen in the provision and practice at the start of this term should have a positive impact on boy’s learning and support rapid progress in outcomes from the children’s secure starting points’. <p>All Governors expressed their delight at such a positive development for the EYFS provision, and wished to pass on their thanks to the staff for making significant progress in such a relatively short space of time. It was also noted that feedback from parents at the recent Parents Evening had also been very positive by expressing enthusiasm about the changes.</p> <p><i>Q: Are you confident that what has been developed will result in targets being met?</i></p> <p><i>A: Yes, and the new team is instrumental in taking this forward.</i></p> <p><i>Q: Are any of the new teachers interested in the Forest School delivery?</i></p> <p><i>A: We will be providing training, so that is still in our plans.</i></p> <p>Resolved: a)That the EYFS team be thanked for their hard work and commitment to the children.</p> <p>The DHT explained that the FS2 headlines for 2017 showed that results were not as good as expected, and the pupils had now progressed to Year 1.</p> <p><i>Q: How can pupils catch up, and what can Governors do to help?</i></p> <p><i>A: We are making sure that interventions in phonics and ‘Enrichment Fridays’ are promoting more active self-regulated learning, with lots of visual and multi-sensory activities. In terms of how Governors can help, any volunteers to listen to pupils reading would be welcome.</i></p> <p>Resolved: b)That Governors could offer help by listening to pupils reading.</p> <p>It was noted that KS1 Science results were considerably higher than the national standard and GDS, Year 6 results for reading, writing and maths were 63.6%, also higher than the national and county levels. However KS2 results in writing were lower than national results, so this will be the main focus of school improvement.</p> <p><i>Q: What will you be doing to improve writing skills?</i></p> <p><i>A: Staff are being trained in ‘Talk4Writing’ and ‘Write Away Together’ specifically aimed at upskilling support staff; we are also offering ‘Writing for Fluency’ on Fridays and have organised moderation in partnership with a local school. We want children to gain the joy of writing by making it inspirational.</i></p> <p><i>Q: How is the Pupil Premium funding being monitored for impact?</i></p> <p><i>A: This is a key area for our school, and we need time to further review how disadvantaged pupils receive the additional support they require to make good progress. We also need continuity of staffing and sustain improvements in attendance.</i></p> <p>Governors were then invited to consider the HT report. It was</p>	<p>All</p> <p>All/ DHT</p>
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	<p>noted that national attendance information was not yet available, so difficult to benchmark the school's attendance rates for the 2016/17 academic year. However, the attendance of disadvantaged pupils remains lower than that of other pupils and is therefore a feature of the School Development Plan for 2017/18.</p> <p><i>Q: Are there actions we can take?</i></p> <p><i>A: It is complex, sometimes absence is due to medical issues and sometimes due to home life, as a school we aim to support as much as possible.</i></p> <p>The Chair referred governors to the section of the HT report on future diary dates, and suggested that Governors may be interested in joining some of the events.</p> <p>Resolved:</p> <p>c) That LN and NH would join the EYFS Open Evening for prospective parents on the 15th November between 4 and 5pm.</p> <p>The HT also invited Governors to the planned visit by Rishi Sunak on Friday 17th November, he had been invited by one of the pupils to visit the school they were so proud of.</p> <p>On the 1st November the Headteacher's performance management meeting would take place and it was confirmed that NS,TL and the Chair would attend with the NYCC Adviser. The HT explained that a decision had been taken to step down as Lead School for ITT within the Swaledale Alliance. However, the school would still continue to be committed to training and supporting trainee teachers within the Alliance by providing mentors and Professional Tutors.</p> <p>Resolved:</p> <p>d) That the staff and HT be thanked for a very positive report in helping Governors feel confident that 'we do know our school', a point reported in the Ofsted report.</p>	<p>All</p>
<p>GB 94/17</p>	<p><u>To receive and approve the SEND Policy and Information Report:</u></p> <p>Governors had been circulated with the SEND Policy for 2017/18, and asked if they had any comments. Governors requested clarification over 'Individualised provision maps', 'Pupil Profiles' and 'Inclusion Passports', were they the same thing or did they cover different aspects?</p> <p>It was agreed that clarification would be sought, but in principle the policy would be approved and presented at the next meeting for approval. It was agreed that the policy for 2016/17 would remain on the website.</p> <p>Resolved:</p> <p>That the Policy and Information Report be approved in principle subject to clarification over terminology, and considered at the December meeting.</p>	<p>All</p>

<p>GB 95/17</p>	<p><u>To receive an update on safeguarding:</u></p> <p>The HT informed Governors that the new security fencing had been completed, and an emphasis on staff vigilance was in place in keeping all children safe. Parents had been informed of a change in the KS1 collection of children procedure, and the majority of parents could see it was a safer solution. It was reported that all staff would be undertaking training in risk-assessments and 'lone working'.</p> <p><i>Q: Is it about 'lone working' in the building?</i> <i>A: Yes, we do have a lone-working policy.</i> <i>Q: Is lone working common?</i> <i>A: Yes, and also during the school holidays, whenever possible the caretaker does check and support staff who may be in the building.</i></p>	
<p>PART D- FINANCIAL PERFORMANCE</p>		
	<p><u>To receive and approve the Health and Safety Statement and Policy for the school:</u></p> <p>This had been circulated to all Governors and was considered and approved, dated and signed by the HT and Chair. The Clerk would ensure that the SBM had contact details for Steven Rawson, as named Establishment Governor, and ensure that SR be invited to join Terry Bland on any future H&S reviews..</p> <p>Resolved: That the Health and Safety Statement and Policy for the school be approved and adopted for 2017/18.</p>	
<p>PART E-OTHER BUSINESS</p>		
<p>GB 96/17</p>	<p><u>What impact have we as Governors of this school had in making a difference to children's lives as a result of this meeting?</u></p> <ul style="list-style-type: none"> • Well informed by data about school and pupil progress and achievement. • Clarity about school improvement and what actions are to be implemented. • A strong governor development plan. • That every child is an individual and the importance of support for pupils with SEND. • Agreed the scheme of delegation for the Headteacher and ability to vire across budget heads should that be required. • Huge improvements in the EYFS. • A stronger focus on the impact of Pupil Premium. • Governors have agreed and signed the Code of Conduct. 	
<p>GB 97/17</p>	<p>There being no further business the Chair on behalf of the Governing Body thanked the Headteacher and all staff for such a positive start to the new academic year; and thanked all Governors for their time and commitment to the school.</p>	

	The meeting was closed at 8pm.	
	<p><u>Date of the next meeting of the Full Governing Body:</u></p> <p>Monday 4th December 2017 at 5.00pm for a 5.30 start.</p> <p>Please send any apologies to the Clerk Pat Gale : 07793 846 441</p> <p><u>Pat.gale@northyorks.gov.uk</u>;</p>	