

**Minutes of a meeting of the Full Governing Board of  
Richmond Methodist Primary School Governing Board  
held at the school on Monday 4<sup>th</sup> December 2017 at 6pm**

**Present:** Jan Linsley (Chair), Helen Ring (Headteacher), Peter Cooke, Nicola Hebb, Julie Swinbank, Nicola

Scrafton, Rev. Les Nevin, Brian Park, Rebecca Simpson, Lucinda Kirk and Eithne Longstaff

**In attendance:** Susan Gardner (RMS Deputy Headteacher-adviser to Governors), Julie Doyle (NYCC, Senior Clerk), Chris Wallis (FMS Officer), Claire Pollard (School Business Manager)

**Apologies:** Tom Lascelles, Stephen Rawson

Minute No.		Action
<b>PART A – PROCEDURAL</b>		
<b>GB 98/17</b>	<p><b><u>Opening Prayer and Welcome</u></b> The Chair welcomed everyone to the meeting and the Rev. Les Nevin gave an opening prayer.</p>	
<b>GB 99/17</b>	<p><b><u>Apologies for Absence</u></b> Apologies had been received and consented to from Tom Lascelles and Stephen Rawson. Jan Linsley updated Governors that Tom Lascelles has written to say that he will be resigning from the Full Governing Board (FGB).</p>	
<b>GB 100/17</b>	<p><b><u>Declare business and personal interests, pecuniary or non-pecuniary</u></b> There were no declarations of interest at this point in the meeting.</p>	
<b>GB 101/17</b>	<p><b><u>Confidentiality</u></b> An item on staffing raised by Helen Ring will be classed as confidential, item: GB 118/17.</p>	
<b>GB 102/17</b>	<p><b><u>Notification of urgent other business</u></b> None.</p>	
<b>PART D - FINANCIAL PERFORMANCE</b>		
<b>GB 111/17</b>	<p><b><u>To receive a budget update</u></b> All Governors AGREED to move the Financial Performance items on the agenda forward. The Budget Monitoring Summary Report for Month Ended 31st October 2017 was circulated to all Governors prior to the meeting and Claire Pollard updated Governors that the carry forward is £23239. <b><u>Key Variances – Income</u></b> 1) £4913 income, £748 moderation supply &amp; mileage refund. Offset with staffing costs, £4165 catering contribution to new dining tables. 2) £90 extra SEN income. 3) £2252 extra Pupil Premium income and adjustments for actuals 16/17 and 17/18 (as per report from K2S). 4) £46786 extra income, £4294 from Swaledale Alliance &amp; High Force for work with students summer term. £1083 Young Voice. Choir competition (offset</p>	

Sign:

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	<p>with expenditure) £1694 WAC surplus, £30999 Staff absence refunds offset with staffing costs in note 7 etc. £3K FORMS donation for EYFS (offset with expenditure) £2814 school fund reimbursements, £5479 extra sports funding, new rates from September 2017. Universal Infant Free School Meals (UIFSM) reduction £-3070.</p> <p>5) £4677 extra estimated WAC income. See expenditure in note 14. UIFSM has reduced but has there would be an increase with Pupil Premium.</p> <p><b>Q: Does the reduction in UIFSM off set against Pupil Premium?</b></p> <p>A: Yes, there is more income from Pupil Premium funding.</p> <p><b>Q: Does the school lose the UIFSM if the parent doesn't apply for it?</b></p> <p>A: No but the pupil needs to be present to have the school meal on the day of the census count.</p> <p><u>Key Variances – Expenditure</u></p> <p>6) £18226 saving teaching staff changes to contracts from September 2017 and long term sickness.</p> <p>7) £-29374 overspend on supply; this is offset with staff absence refunds and residential visits supply and savings above.</p> <p>8) £-3428 TA staff changes from September 2017. Additional £4K added for TA cover.</p> <p>9) £-3534 includes mat costs, income in note 4.</p> <p>10) £-1471, overspend £-47, caretaking, £-1139 MSA due to sickness, cover, £-286 staff absence policy adjustment.</p> <p>11) £-384 overspend on water.</p> <p>12) £-8586 overspend on learning resources, £-2889 PIRA and PUMA subscription, £-3K FORMS (Friends of Richmond Methodist School offset with income, £-1113 overspend general resources, £-1074 Young Voices competition offset with income.</p> <p>13) £-13205, £-1163 call point system, £-5880 extra sports income offset with income, £-6165 new dining tables some offset with income.</p> <p>14) £-4458 additional WAC expenditure to match income in note 5.</p> <p><u>Revised Budget</u></p> <p>Revised Budget 17/18 was circulated to all Governors prior to the meeting. Claire Pollard and Chris Wallis updated Governors that 2017/18 carry forward is £23000 and 2018/19 predicted carry forward is £37700.</p> <p>February 2018 funding for the following year will be known, pupil numbers from 2017 census are 311 and this has been used to reflect following years figures.</p> <p><b>Q: It looks like the biggest differences, are the big year groups leaving the school, is that right?</b></p> <p>A: Yes, 48 Year 6 pupils will leave the school.</p> <p><b>Q: Do you have many pupils on the waiting list for the school?</b></p> <p>A: Last year there were 5 pupils. There have already been enquiries for places in the school.</p> <p><b>Q: When will the revised funding figures be available? Mid February 2018, at this point the National Funding Formula (NFF) will be confirmed.</b></p> <p>There have been larger carry forwards in previous years and there are possible cost savings to be reviewed.</p> <p>New fencing costs were applied for via the Local Authority (LA) and £10000 was given to the school.</p> <p>Fire escape work is still to be done and the LA are helping to fund the replacement stairs.</p> <p><b>Q: Staff pay award has gone from 1% to 2%, will the Government be giving the schools more funding to cover this?</b></p> <p>A: There will be more added via the NFF, which will be confirmed, schools should not lose out with this formula.</p>	
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	<p>North Yorkshire County Council (NYCC) SEN funding pot is reducing, each school has been asked to put 0.05% of their budget back in to the SEN pot.  <b>Q: Should the finance link Governor receive regular monthly budget monitoring reports?</b>  <b>A: Yes, this would be helpful and Brian Park is more than welcome to discuss further with Claire Pollard if he needs to.</b>                  All Governors AGREED to approve the revised budget.  <u>Sport Premium</u>                  Sport Premium funding has increased this year, staff are currently looking at different ways of spending this money, on things that will have an impact on all the pupils.                  Development of the playground is planned and Joe Larder is working on this project with Rachel Pinkney, Schools and Families Worker. This will be a long term project, where sections of work will take place.                  Funding is used for Enrichment Friday for specialist dance teacher.                  Training for another member of staff to drive the mini bus will be arranged.</p>	<p><b>C Pollard</b></p>
<p><b>Eithne Longstaff arrived at the meeting at 6pm</b></p>		
<p><b>GB 111/17</b></p>	<p><u>Pupil Premium</u>                  Helen Ring updated Governors that there has been a radical shift, qualified teachers are now supporting vulnerable pupils.                  A specialist English teacher is working three afternoons a week, which is strategic and fluid to bridge any gaps.                  Rachel Pinkney, the Methodist Schools and Families Support Worker' is working with families on different projects.  <b>Q: How many Pupil Premium pupils does the school have?</b>  <b>A: 58 pupil at present. We are not putting all support in to all children at once, there is strategic work taking place to ensure that children with the most urgent needs are supported first.</b>  <b>Q: Can you confirm that the Pupil Premium money is used for all 58 children?</b>  <b>A: Yes over the year.</b>  <b>Q: Have you seen any changes to the results?</b>  <b>A: Some pupils have made progress and there is already an impact from the specialist English teacher. January will be the time when closing the gaps can be reviewed.</b>  <b>Q: Are you deploying staff differently?</b>  <b>A: Yes, we currently have a long term sickness, we have not replaced like for like and purchased a specialist teacher in.</b></p>	
<p><b>GB 112/17</b></p>	<p><u>RMS Benchmarking Report</u>                  The Benchmarking report was circulated to all Governors prior to the meeting and Claire Pollard highlighted to Governors:</p> <ul style="list-style-type: none"> <li>• RMS teaching Staff is 12.8 FTE compared to the group size of 14.53 FTE. The school has a high proportion of staff on the Leadership scale but below average on the average teaching salary. RMS has the highest average teaching staff salary.</li> </ul> <p><b>Q: Does this include TLR?</b>  <b>A: No.</b></p> <ul style="list-style-type: none"> <li>• Admin hours are showing above average but not the highest in the group. It must be noted that some schools purchase FMS /bursar support from the FMS Team; this is not included in the admin hours. HLTA and ATA hours are showing below average with GTA hours just above average. Note that</li> </ul>	

	<p>part of the HLTA roles is for in-house cover rather than purchasing supply teachers.</p> <ul style="list-style-type: none"> <li>• Both SEN and Pupil premium are below average.</li> <li>• Teaching, supply and admin costs per pupil are all above average with support staff and learning resources below.</li> </ul> <p><b>Q: How do you choose the school to compare against?</b>  <b>A: Information is selected from filters on the spreadsheet to give the closest match to our school.</b></p> <ul style="list-style-type: none"> <li>• There is higher than average long term sickness absence. Short term absence is below average. Our class size and pupil / teacher ratio is above the group average.</li> </ul> <p><b>Q: What is other income?</b>  <b>A: This is ICT resources, ICT budget is allocated to keep up-to-date and with teaching the curriculum. This can be reflected differently in different schools as some use the capital budget on ICT, RMS is spending different money out of the capital budget and using the revenue budget.</b></p>	
<p><b>Chris Wallis left the meeting at 6.20pm</b></p>		
<p><b>GB 113/17</b></p>	<p><b><u>To review and approve the Budget Management Policy for 2017/18</u></b>                  The Budget Management Policy was circulated to all Governors prior to the meeting.                  Governors discussed Section 10 and the understanding of wording regarding after school clubs and AGREED to leave this section blank.  <b>Q: Do you have to make VAT returns?</b>  <b>A: Yes, this is done each month.</b>                  All Governors AGREED to adopt the Budget Management Policy.</p>	
<p><b>GB 114/17</b></p>	<p><b><u>To review the Contracts review schedule</u></b>                  The Contact Review Schedule was circulated to all Governors prior to the meeting, to give them the opportunity to review which services are currently being purchased and when they are due for renewal.  <b>Q: How often do you review these contracts?</b>  <b>A: They are reviewed annually, changes can be made throughout the year.</b>  <b>Q: Should this also be part of Brian Park's area to review?</b>  <b>A: Yes, this document can be circulated to Brian Park to review, Claire Pollard will organise this.</b>  <b>Q: Are these contracts, NYCC traded services?</b>  <b>A: Some of them are, in February / March time North Yorkshire Education Service visit to review which services the school would like to buy back in to. Some of the services have notice periods, but the school does look at best value and reviews this each year. Grounds maintenance is a contract which does need to be reviewed. Claire Pollard is going to talk to St Francis Xavier as they are using a local contractor.</b>  <b>Q: Has the caretaker had asbestos and Legionnaires training?</b>  <b>A: Yes, both the asbestos and Legionnaires training is up to date for all staff who require it. There are now online courses which can be completed.</b></p>	<p><b>C Pollard</b></p>
<p><b>GB 115/17</b></p>	<p><b><u>To review the SFVS for 2017/18</u></b>                  The SFVS was circulated to all Governors prior to the meeting, Claire Pollard explained the document in detail and how it has been updated.  <b>Q: For question 2, how many years' experience has there been?</b></p>	

	<p>A: 10 years experienced Finance Link Governors is to be added and that he will review monthly monitoring reports and contract schedule can also be included.</p> <p><b>Q: The last assessment showed that there was training needed, does anyone need training around finance management?</b></p> <p>A: Not at present.</p> <p>All Governors AGREED to submit the SFVS document.</p>	
<p><b>GB 116/17</b></p>	<p><b><u>To receive and approve the Charging Policy</u></b></p> <p>Claire Pollard updated Governors that residential visits to East Barnby now include a cancellation policy and children eligible for free school meals don't get a free place anymore.</p> <p><b>Q: How far in advance are numbers needed?</b></p> <p>A: For November 2018 a letter has already been sent to parents, including a date for return asking for a non-refundable deposit.</p> <p>Wrap around care has not had a cost increase, the current rate is competitive with other schools but this is something to be discussed at the next Finance Committee meeting. Claire Pollard will provide cost recommendations.</p> <p>All Governors AGREED to adopt this policy.</p>	<p>Finance Committee</p> <p><b>C Pollard</b></p>
<p><b>GB 117/17</b></p>	<p><b><u>Update on the School Fund</u></b></p> <p>All Governors thanked Claire Pollard for submitting the school fund.</p> <p>Brian Park updated Governors that the school fund is now on the Charity Commission website and is up-to-date.</p>	
<p><b>Susan Gardner, Julie Swinbank and Claire Pollard left the meeting at 6.40pm</b></p>		
<p><b>GB 118/17</b></p>	<p><b><u>To receive a staffing update</u></b></p> <p>Confidential item, please refer to the confidential minutes.</p>	
<p><b>Susan Gardner, Julie Swinbank and Claire Pollard returned to the meeting at 6.50pm</b></p>		
<p><b>GB 119/17</b></p>	<p><b><u>Update on Performance Management Process</u></b></p> <p>The Performance Management process has been completed, last year's targets have been reviewed and this year's targets set. Teachers' pay increases have been ratified.</p> <p>Nicola Scrafton explained to Governors that Bridget Watt, NYCC, School Improvement Adviser will return the Headteacher Performance Management report. It was recommended to Governors that a pay increase of 1 scale point should be awarded, to which all Governors AGREED.</p> <p>Tom Lascelles will need to be replaced on the Performance Management committee, Governors AGREED that Lucinda Kirk will take this place.</p> <p>Peter Cook will take the reviewers position and terms of reference will be amended to reflect this.</p>	
<p><b>GB 120/17</b></p>	<p><b><u>To review and approve the following policies</u></b></p> <p>Attendance Management Policy and Guidance for Managers, both policies were circulated to all Governors prior to the meeting.</p> <p><b>Q: Have there been changes made since last year?</b></p> <p>A: Only small tweaks.</p> <p><b>Q: At the end of the policy there is a list of other polices which should be in place, is this a requirement or a recommendation?</b></p> <p>A: It is a recommendation but the Clerk will check this.</p> <p>All Governors AGREED to adopt this policy.</p>	<p><b>Clerk</b></p>

	<p>NYCC Pay Policy for 2017/18  <b>Q: The TLR figures have not been included, why is this?</b>  <b>A: Claire Pollard will review and add.</b>                      All Governors AGREED to adopt this policy.</p>	<b>C Pollard</b>
<b>GB 121/17</b>	<p><b><u>To receive a Health and Safety update</u></b>                      Annual Health and Safety review was carried out in September 2017, the school is doing well.</p> <ul style="list-style-type: none"> <li>• Personal risk assessments have been reviewed.</li> <li>• Legionnaires risk assessment completed.</li> <li>• New fire escape brackets have been installed.</li> </ul> <p><b>Q: Is the fire escape safe if the stairs need to be replaced?</b>  <b>A: The stairs have been reviewed, there is weakening and the concrete has been tested.</b>  <b>Q: In the meantime are the stairs safe to use?</b>  <b>A: Yes, the brackets have been replaced around the wood.</b></p> <ul style="list-style-type: none"> <li>• Phase two of the fencing, which is the sides, front and gates, will start in January 2018.</li> <li>• The front door release button has been raised and risk assessment altered to include this.</li> </ul>	
<b>GB 122/17</b>	<p><b><u>To receive a verbal Premises update</u></b>                      Update given in item GB121/17.</p>	
<b>PART A - PROCEDURAL</b>		
<b>GB 103/17</b>	<p><b><u>To approve as a correct record the minutes of the FGB held on the 2<sup>nd</sup> October 2017</u></b>                      The minutes from the FGB meeting held on 2<sup>nd</sup> October 2017 were circulated to all Governors prior to the meeting.  <b>Resolved:</b>  <b>That the minutes of the 2<sup>nd</sup> October 2017 be approved as an accurate record signed and dated by the Chair.</b></p>	
<b>GB 104/17</b>	<p><b><u>Matters Arising from the minutes not covered by the agenda</u></b>                      The Chair talked through the actions from the minutes and Governors AGREED that most actions had been completed (see summary of actions Attach.1).                      GB 88/17 – Les Nevin, Nicola Hebb, Brian Park attended PREVENT training.                      GB 89/17 – Budget Management Policy – agenda item.                      GB 93/17 – Governors thanked Helen Ring for organising the EYFS open evening which was attended by Rebecca Simpson, Nicola Hebb and Les Nevin.</p>	
<b>GB 105/17</b>	<p><b><u>To agree the dates and times of meetings for the 2017/18 academic year</u></b>                      The date of the next meeting will be on the 29<sup>th</sup> January 2018 at 5.30 pm (with networking and refreshments from 5pm).</p>	
<b>PART B - The EDUCATIONAL PERFORMANCE of the SCHOOL</b>		
<b>GB 106/17</b>	<p><b><u>To receive the Headteacher's Report</u></b>                      No updates at this meeting.</p>	
<b>GB 105/17</b>	<p><b><u>To receive an update on safeguarding</u></b>                      No updates at this meeting.</p>	

<p><b>GB 106/17</b></p>	<p><b><u>To receive and approve the SEND Policy and Information Report</u></b>                  The SEND policy and Information Report was circulated to all Governors prior to the meeting.                  Governors raised some minor changes in the policy which Claire Pollard will update.                  All Governors AGREED to adopt this policy with the minor amendments.                  All Governors felt that the information report was much clearer and AGREED to approve this report.</p>	
<p><b>GB 107/17</b></p>	<p><b><u>To receive the draft minutes of the JCC held on the 8<sup>th</sup> November 2017</u></b>                  The JCC minutes from 8<sup>th</sup> November 2017 were circulated to all Governors prior to the meeting and Peter Cook highlighted to Governors:</p> <ul style="list-style-type: none"> <li>• Changes to the Collaboration agreements have been made.</li> <li>• There is a lot happening in a short space of time and there have been updates published in the press.</li> <li>• Budget continues to be monitored.</li> </ul> <p>Helen Ring will be making contact with the Regional Schools Commissioner to discuss finding a solution for small rural schools.</p>	
<p><b>GB 108/17</b></p>	<p><b><u>Feedback on the 'Enrichment Friday' Learning Walk</u></b>                  Jan Linsley and Nicola Hebb gave feedback to Governors from their learning walk on Enrichment Friday, they explained how involved with Enrichment Friday everyone is. There were music lessons taking place, PE and creative writing. Pupils were asked 'What do you do that is different on Enrichment Fridays?'</p> <ul style="list-style-type: none"> <li>• Arkengarthdale comes to the school.</li> <li>• Play music.</li> <li>• Write English and stories.</li> <li>• There are new people in the class.</li> <li>• Get to do dance.</li> <li>• It is a bigger school.</li> <li>• Opportunity to make new friends.</li> </ul> <p>Pupils were asking 'Are Fridays better and if so how?'</p> <ul style="list-style-type: none"> <li>• Fun things to do.</li> <li>• Mental Maths</li> <li>• Dance.</li> <li>• PE games.</li> <li>• Feel secure.</li> <li>• Get to do Music.</li> </ul> <p>Pupils were asked 'Are Fridays worse and if so how?'</p> <ul style="list-style-type: none"> <li>• Harder at play time - which was said by one child.</li> </ul> <p>Other feedback was:</p> <ul style="list-style-type: none"> <li>• Help with learning</li> <li>• Doing Maths which is more challenging.</li> <li>• Writing is better.</li> <li>• Different teachers and different ways.</li> </ul> <p>Governors thanked staff for embracing Enrichment Friday and for their flexibility. Rebecca Simpson will carry out an Early Years learning walk next term.</p>	<p><b>R Simpson</b></p>
<p><b>PART C - STRATEGIC DIRECTION</b></p>		
<p><b>GB 109/17</b></p>	<p><b><u>Vision and Ethos of the school</u></b>                  No update at this meeting.</p>	

<b>GB 110/17</b>	<u><b>Governance Update</b></u> No update at this meeting.	
<b>PART E – OTHER BUSINESS</b>		
<b>GB 123/17</b>	<u><b>To deal with any matters agreed for consideration under item 5 above</b></u> <u><b>Foundation Governor Vacancy</b></u> – It was agreed that Nicola Scrafton would become a Foundation Governors with effect from 4 <sup>th</sup> December 2017 which will now leave a Co-opted Governor vacancy.	
	<p><b><i>What have Governors contributed to the school since the last meeting?</i></b></p> <ul style="list-style-type: none"> <li>• Focus on policies in the school.</li> <li>• Checking health and safety and safeguarding in detail.</li> <li>• Budget reviewed for Pupil Premium and Sport Premium.</li> <li>• Continued collaboration, ensuring both schools enhance children’s learning.</li> <li>• Focus on everyone getting what they need.</li> <li>• Seeing the full potential of Enrichment Friday and ensuring it is maintained.</li> <li>• Reassurance about and understanding of the budget.</li> <li>• Vulnerable children and the shift confirmed for their learning.</li> <li>• SEN Governor meeting in January 2018.</li> <li>• Pupil Premium and the change of focus.</li> </ul>	
	<p><b><u>Date of the next meeting of the Full Governing Body:</u></b></p> <p>Monday                  29<sup>th</sup> January 2018 at 5.00pm for a 5.30 start.</p> <p><b>Please send any apologies to the Clerk, Pat Gale :</b>  <b>07793 846 441 / <a href="mailto:Pat.gale@northyorks.gov.uk">Pat.gale@northyorks.gov.uk</a></b></p>	
The meeting was closed at 7.40pm		
Please note: The colour coding above links to the three key roles of governance questioning; <b>RED</b> for ‘setting strategic direction’, <b>BLUE</b> for ‘holding Headteacher to account for educational performance’ <b>GREEN</b> for ‘ensuring financial health, probity and value for money’.		