

**Minutes of a meeting of the Full Governing Board (FGB) of
Richmond Methodist Primary School
held at the school on Monday 20th May 2019 at 5.30pm**

Present:

Jan Linsley – Chair of Governors ,Susan Gardner– Executive Headteacher (EHT), Brian Park (BP), Stephen Rawson(SR), Nicola Scrafton (NS), Nicola Hebb (NH), Rev Les Nevin (LN),Kathleen Bradley(KB) and Rebecca Simpson(RS).

In attendance:

Sharon Stevenson (Headteacher Designate)
Claire Pollard (SBM)-left the meeting at 6.35pm
Katrina Coxon (NYCC Finance Officer)-left the meeting at 6.35pm
Pat Gale (NYCC Clerk to Governors)

| Minute No. | | Action |
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| PART A – PROCEDURAL | | |
| GB 55/19 | <p><u>Welcome, Introductions and Opening Prayer:</u></p> <p>The Chair welcomed everyone to the meeting and introductions were given to Sharon Stevenson the new Headteacher Designate. Rev Les Nevin gave an opening prayer.</p> | |
| GB 56/19 | <p><u>Apologies for Absence :</u></p> <p>Apologies had been received and consented to from Julie Swinbank and Lucinda Kirk.</p> | |
| GB 57/19 | <p><u>Declarations of business and personal interests, pecuniary or non-pecuniary:</u></p> <p>None declared.</p> | |
| GB 58/19 | <p><u>Confidentiality issues:</u></p> <p>Confidential Minutes GB 35/19, GB 36/19,GB 53/19 and GB 54/19 to be considered at the end of the meeting. Also see Confidential minute GB 73/19</p> | |
| GB 59/19 | <p><u>Notification of urgent other business:</u></p> <p>The Chair wished to raise an item under other business.</p> <p>(To note Part D items 13 and 14 would be taken first)</p> | |
| GB 60/19 | <p><u>To approve as a correct record the minutes of the FGB meeting held on the 25th March 2019:</u></p> <p>Governors had been circulated with the minutes and all agreed that they should be approved.</p> <p>Resolved: The minutes of the FGB held on the 25th March 2019 be approved, signed and dated by the Chair.</p> | All |

Sign:

Date:

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| <p>GB 61/19</p> | <p><u>Matters Arising from the minutes:</u> GB 52/19 - KB noted that more frequent opportunities for governors and staff to meet more regularly would be useful. Action: To agree a process for meeting with staff in September.</p> <p>The Summary of Actions was considered and all actions were underway or had been completed.</p> | <p>All</p> |
| <p>GB 62/19</p> | <p><u>Governance Update:</u></p> <p>The Clerk explained that the term of office of co-opted Governor ,Jan Linsley, was due to end on the 31st May 2019;so if willing to continue, the FGB would need to agree that co-option.(JL left the meeting at this point) SR the Vice-Chair proposed that JL should be re-elected by the Governing Body, this proposal was seconded by both Rev Les Nevin and Brian Park, and unanimously agreed by all Governors present. JL accepted. Resolved: That Jan Linsley was co-opted for a further period of four years from the 30th May 2019.</p> <p>Action: It was also noted that there was still an additional vacancy for a co-opted Governor, and this would continue to be pursued.</p> <p>The Chair announced that with deep regret she had accepted the resignation from Eithne Longstaff as Parent Governor and Vice Chair, and on behalf of all Governors thanked EL for all her hard work and commitment to the school over the years, and wished her well in the future.</p> <p>(Post meeting note: The chair had sent a Thank you and Good wishes card and flowers to EL on behalf of all Governors)</p> <p>This decision therefore meant there was also a Parent Governor vacancy and the Chair said she had already received two expressions of interest. Information and elections would take place after half –term via letters to parents, the newsletter and the website. It was also noted that the opportunity could be shared at Parents evenings.</p> <p>Action: Elections for a Parent Governor would take place after half term.</p> | <p>All</p> <p>All</p> <p>EHT</p> |
| <p>GB 63/19</p> | <p><u>To confirm the date of the next FGB meeting:</u></p> <p>The date of the next meeting is Monday 17th June at 5.30pm.(Focus on Data) and Monday 8th July 2019 at 5.30 pm (Focus on Strategic Direction)</p> <p>A schedule of dates for 2019/20 meetings was also circulated for information. (To note: networking and refreshments from 5pm)</p> | |

PART D- RESOURCES

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| <p>GB 64/19</p> | <p><u>To receive a budget update:</u></p> <p>The Chair welcomed the SBM and Katrina Coxon, the NYCC Finance Officer to the meeting and invited them to talk through the previously circulated finance reports.</p> <p>The SBM talked through the Outturn Report which showed a much healthier outturn budget of £51,833 than the previous prediction of £39,407, an increase of over £12k this was due to a number of factors including, income from staff absence insurance, WAC additional income, additional Pupil Premium funding and insurance laptop refund. Savings on learning resources, photocopying, catering and cleaning costs have also helped improve the outturn budget, including a carry forward of £25,509.</p> <p>KC then introduced the Start Budget for the years until 2021/22, she reported that the deficit of £90,700 in the third year would not be allowed by NYCC, and further savings and a debt recovery plan would be needed if it was to be submitted. Currently the financial profile is showing an annual £60k shortfall running forward each year. It was also noted that pupil numbers had decreased, and like many schools in the area, this is a reflection of local demography, but inevitably resulting in a reduced income.</p> <p><i>Q: Are we getting value for money from both the Swaledale Alliance and the HART Alliance, as it is about £2,250 a year.</i></p> <p><i>A: It is something that can be reviewed year on year, but at the moment we get more cost effective mentoring and training for staff cheaper than if accessed from elsewhere.</i></p> <p>The Chair had requested that the SBM present further options for managing the deficit, for example the SBM had produced an option for SLT to undertake up to five sessions a week which could deliver potential savings of £18/19k for a full year.</p> <p><i>Q: Could Governors support the recommendation that SLT pick up cover if required?</i></p> <p><i>A: LN - It would be a last resort from my perspective, just adding extra burdens.</i></p> <p><i>A: KC - Leadership is top heavy with non-teaching roles. Savings could equate to 2 teachers.</i></p> <p><i>A: SR - SLT could cover supply, with income coming from staff insurance.</i></p> <p><i>A: JL-I would suggest a balance between HLTAs and SLT.</i></p> <p>The Chair proposed that options for income generation should be considered for including in a recovery plan to offset deficits, as part of a School Growth Plan.</p> <p><i>Q: Could we increase the charges for the WAC?</i></p> <p><i>A: We have left it as it is for now, as it was raised by Governors that it could potentially have a negative impact on demand. It could be expanded in the mornings by using the school hall, but most demand is for evenings.</i></p> <p><i>Parents could benefit from a more flexible offer, say from 7.30am to 6pm, which would be more helpful for working parents. Staff have also talked about offering school holiday activities and with appropriate staffing WAC could operate in holiday periods.</i></p> <p>There was some discussion around charging for after school clubs, which unlike</p> |
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| | <p>many schools RMS does not currently charge for. The counter argument is that for many children this is the only opportunity to socialise and be active or try new activities. It is a difficult decision to take - enrichment or income generation.</p> <p>The Chair reminded Governors that the restructuring consultation currently underway was considering options for offsetting deficits, and would be included in the recovery plan, which needed to be submitted to NYCC once the Budget had been submitted.</p> <p>Resolved: That the Start Budget for 2019/20 to 2021/22 be approved for submission to NYCC on the understanding that a debt recovery plan also needed to be submitted by the end of May.</p> | <p>All</p> |
| <p>GB 65/19</p> | <p><u>To consider options for Nursery Education:</u></p> <p>The Chair explained that she had been in contact with the Local Authority to investigate the possibility of opening nursery provision. The HT Designate also said she had faced a similar issue of a falling roll and income generation, and in her current school they had developed a nursery for children from September 2018, and was proving to be successful, charging £4 per hour per child, with some of the 3 and 4 year old children receiving 15 hours early years entitlement; and potentially could take a 30 hour entitlement in some cases. Children with SEND can also attract Element 2 funding uplift and Pupil Premium, taking income up to £4.50 an hour.</p> <p>Governors had been circulated with NYCC guidance on different models and implications for staffing, and it was agreed before further decisions took place the guidance needed to be read in detail.</p> <p><i>Q: What are the admin costs like?</i> <i>A: At my current school it is estimated 2 or 3 hours a month, so not too onerous.</i></p> <p><i>Q: How many children could the school take?</i> <i>A: Up to 45, our Pupil Admission Number. This year we have 8 full time places potentially available.</i></p> <p><i>Q: Do you think there will be a demand?</i> <i>A: Yes, we could always carry out a parent survey to establish what the potential demand might be. However, we need to say a nursery place does not guarantee a place in school.</i></p> <p>The Chair asked Governors if, in principle, they saw this development as a potential generator of income and profile raiser in the community. Governors felt it was a potential solution and of benefit to many parents. It was recognised that the impact of offering nursery provision may increase the WAC numbers and mitigate the need to increase prices.</p> <p>Actions: a) The HT designate and Chair would discuss with NYCC advisers (Helen Smith and Mark Ashton) about developing a proposal and start a process of consultation (4 weeks in term time needed) after half term in proposing a nursery plan for September 2019.</p> | <p>HT Designate/ Chair</p> |

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| | <p>b) KC would check out if income generation from an extended WAC and nursery could be acceptable solutions for a recovery plan.</p> <p>The Chair thanked KC and the SBM for helpful reporting, support and advice. (To note: KC and the SBM left the meeting at 6.35pm.)</p> | <p>KC</p> |
| <p>GB 66/19</p> | <p><u>To approve the NYCC recommended personnel related policies:</u></p> <p>Governors had been previously circulated with a number of NYCC recommended personnel related policies for their consideration and collective approval, having mostly been deferred from the previous meeting.</p> <ul style="list-style-type: none"> • Capability • Developing Performance (DPP) <p>It was noted that both policies were linked and that DPP takes place first followed by Capability.</p> <ul style="list-style-type: none"> • Discipline • Resolving Issues at Work <p>It was noted that this Policy covers both harassment and bullying which staff should be aware of and encouraged to use should a situation ever present itself.</p> <ul style="list-style-type: none"> • Appraisal • Accessibility • Flexible Working • Maternity and Paternity Leave • Whistle blowing • Acceptable Use Policy (GDPR) <p><i>Q: How are staff informed of these policies?</i> <i>A: They are shared at staff briefings and staff are required to sign a register to say they have read and understood the different policies.</i></p> <p>Resolved: That all policies were approved for adoption by the school, signed and dated by the Chair.</p> | <p>All</p> |
| <p>GB 67/19</p> | <p><u>To approve the RMS Pay Policy:</u></p> <p>BP explained that he had amended the Policy to reflect the fact that the GB no longer had a Resources Committee, so references to that had been deleted. Thanks given to BP for doing this.</p> <p>Resolved: That the Pay Policy was approved and adopted, signed and dated by the Chair.</p> | <p>All</p> |
| <p>GB 68/19</p> | <p><u>To receive an update on Staffing:</u></p> <p>This was covered by confidential minute GB 73/19.</p> | |
| <p>PART B- STRATEGIC DIRECTION</p> | | |
| <p>PART C- HOLDING THE HEADTEACHER TO ACCOUNT</p> | | |

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| <p>GB 69/19</p> | <p><u>To receive and approve the DfE recommended Complaints Policy:</u></p> <p>The Policy and Procedures had been circulated, there were no queries but to be aware there may be updates.</p> <p>Resolved: The Complaints Policy was approved and adopted.</p> | |
| <p>GB 70/19</p> | <p><u>To approve the Learning Walks Procedure:</u></p> <p>The procedure had been circulated to Governors, and no issues raised.</p> <p><i>Q: Are there any Learning Walks planned?</i> <i>A: LK had previously suggested that a Pupil Premium Walk would be useful. EYFS was also suggested before the senior lead (HB) left at the end of the summer term.</i></p> <p>The Headteacher Designate said she had arranged a transition/handover meeting with HB instead of a Learning Walk.</p> <p>Action: That a Pupil Premium Learning Walk would be arranged after half term.</p> <p>Resolved: The Learning Walks Procedure was approved and adopted.</p> | <p>EHT/ LK</p> <p>All</p> |
| <p>GB 71/19</p> | <p><u>Update on Safeguarding:</u></p> <p>The EHT reported no safeguarding issues. However, the school has just started using CPOMs, an online safeguarding record for all pupils with child protection, safeguarding, attendance and behaviour management issues. Staff have received an initial training session, so it is still an early development. It was noted that Ofsted may ask the question about what is the impact of using this recording system.</p> | |
| <p>PART E – OTHER BUSINESS</p> | | |
| <p>GB 72/19</p> | <p><u>Approval of Confidential Minutes from previous meetings:</u></p> <p>Confidential Minutes were circulated and after consideration collected for shredding.</p> <p>GB 35/19-Approved signed and dated by the Chair. GB 53/19-Approved signed and dated by the Chair. GB 54/19-Approved, signed and dated by the Chair. Signed copies stored in sealed envelopes in a secure place.</p> | |
| <p>After confidential items covered in Part E of the meeting the Chair thanked Governors for their commitment and support and closed the meeting at 7.15 pm.</p> <p>The date of the next FGB meeting will be held on Monday the 17th June 2019 at 5pm for a 5.30pm start.</p> <p>Please send apologies to the Clerk Pat Gale: Pat.gale@northyorks.gov.uk;</p> <p>Or 07793 846 441</p> | | |

Please note: The colour coding above links to the three key roles of governance questioning;
RED for 'setting strategic direction',
BLUE for 'holding Headteacher to account for educational performance'
GREEN for 'ensuring financial health, probity and value for money'.