

**Minutes of a virtual meeting of the Full Governing Board (FGB) of
Richmond Methodist Primary School
Held at the school on Monday 15th November 2021 at 5.15 pm.**

Present:

Jan Linsley (Chair), Sharon Stevenson (Headteacher), Scott Woodhead (SW), Nicola Hebb (NH), Rev Kathleen Wood (KW), Nicola Scrafton (NS), John Armitage (JA), Julie Swinbank (JS), Caroline Dawson (CD), and Kathleen Bradley (KB) (from 5.28 pm).

In attendance:

Guest presenters from YCAT for opening special item on Ofsted Inspection Framework-Jo Robinson (CEO) and Don Parker (previous CEO). (From 5.15 pm to 6 pm.)
Laura Hudson (School Business Leader)(From 5.15 pm to 6.28pm)
Pat Gale (NYCC Clerk to Governors)

Minute No.		Action
------------	--	--------

PART A – PROCEDURAL

GB 86/21	<p><u>Welcome and introductions for a special item:</u></p> <p>The Chair welcomed Governors and introductions were made to guest presenters Jo Robinson (JR) and Don Parker (DP) from YCAT on the ‘Monitoring and Evaluation in line with the new Ofsted Inspection Framework’, focusing on new changes and what Governors need to take into account in their role of support and challenge. (See presentation attached).</p> <p>The aims and objectives of the presentation for Governors covered:</p> <ul style="list-style-type: none"> • The Ofsted Inspection Framework September 2021 and changes to the curriculum. • Key questions for monitoring the Quality of Education in school. • Examples of monitoring forms. • The Inspection Dashboard. <p>JR and DP specifically emphasised the importance of the following key headlines:</p> <ul style="list-style-type: none"> • Governors and leaders actions should ensure the school consistently and effectively addresses school weaknesses by a continuous self-improving ethos in all aspects of leadership. • Ofsted expect governors to know their school very well and use this knowledge to continuously improve safeguarding, safety and the quality of education, and understand what to do and plan for next steps. • Amanda Spielman, Chief Inspector for schools has emphasised that ‘data is a signpost not a destination’, and it is important to note that the new Ofsted Framework does not focus as narrowly on test and progress data, but instead considers a broad range of evidence, and should reflect what children should achieve. • Five judgements will be made on Quality of Education, Personal Development, Behaviour and Attitudes, Leadership and Management and the EYFS. Judgement criteria remain the same as Outstanding, Good, Requires Improvement and Inadequate. Overall effectiveness will be assessed through quality, safeguarding and a number of curriculum ‘deep dives’ will take place, as teaching is no longer judged. Inspectors will talk 	1
---------------------	---	---

Sign:

Date:

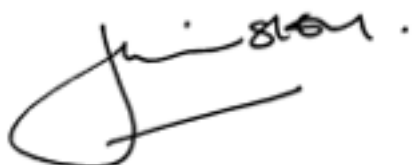
1

	<p>with subject leaders, pupils and teachers. A scrutiny of pupils work will be undertaken, with visits to a connected sample of lessons.</p> <ul style="list-style-type: none"> • Progress is now defined as an ‘alteration to long term memory’, with the new curriculum being informed by the principles of cognitive science, building knowledge systematically and aligned consistently across all subjects and age groups, aiming for children to know more and remember more important knowledge. • Reading is at the heart of the curriculum across all age groups. • Ofsted reports are a lot shorter than before, the HART monitoring toolkit provides a valuable source of examples taken from recent inspections and what evidence Governors need to look for in monitoring the impact of the curriculum on the quality of education and pupils’ progress. • Governors should plan a termly schedule of monitoring visits and report on strengths and areas for improvement which can then be recorded in FGB minutes. • Governors should ensure that safeguarding procedures are properly followed, with evidence from the LA Safeguarding Audit Tool action plan, the annual safeguarding report to Governors, HandS health and safety reports, the Link Governor termly walk round, that policies are in place and where required located on the school website, together with corridor and playground observations. • Evidence that Governors need to show to Ofsted include, FGB minutes that clearly show that they are asking leaders the right questions and monitoring a wide range of evidence from across the school. They need to know that budgets are planned over time to avoid deficits and that benchmarking materials can support the process. • JR and DP concluded that ‘everyone has to work together as a team, in taking a whole school approach ‘and ‘really know the school’. <p>The Chair thanked JR and DP for a very valuable overview, and JR suggested that if Governors had any specific questions they should contact her via the school. (To note: JR and DP left the meeting at 6pm)</p> <p>Action: Any questions raised by the presentation to forward to the Chair and Headteacher for submission to JR.</p>	All
GB 87/21	<p><u>Opening Thoughts and Prayer:</u></p> <p>The Chair invited Revd. Kathleen Wood to give her opening devotions and a prayer. She explained that November was a time for remembering, with All Saints Day, the Gunpowder Plot and Remembrance Day on the 11th November. To remember is an important part of what we do as a school and in wider society for one another. In the Bible when we read that God ‘remembers’ people-it doesn’t mean they had previously forgotten, but that God’s drive is for wholeness, connection ,remembering. The Methodist Church is connexional, and MAST reflects this drive for completeness, wholeness and togetherness; a closing prayer was then shared. The Chair thanked the Revd. Kathleen for a very appropriate contextual start to the business meeting.</p>	

Sign:

Date:

2



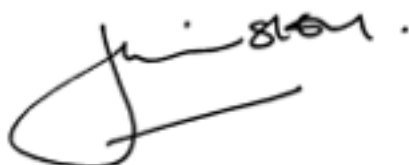
17.1.22

<p>GB 88/21</p>	<p><u>Apologies for Absence :</u> No apologies for absence had been received.</p>	
<p>GB 89/21</p>	<p><u>Declarations of business and personal interests, pecuniary or non-pecuniary:</u> None declared.</p>	
<p>GB 90/21</p>	<p><u>Confidentiality issues:</u> None declared.</p>	
<p>GB 91/21</p>	<p><u>Notification of urgent other business:</u> The Headteacher would give a brief COVID update and the Chair wished to add a brief item on the Headteachers Performance Management assessment.</p>	
<p>GB 92/21</p>	<p><u>To adopt and agree to abide by the revised Code of Conduct:</u> <u>Resolved:</u> All Governors agreed to abide by the Code of Conduct and would sign a register to that effect at a future meeting of the FGB in school.</p>	
<p>GB 93/21</p>	<p><u>To approve the minutes of the last FGB meeting held on the 20th September 2021:</u> Governors agreed they were an accurate record of the meeting and should be approved. <u>Resolved:</u> The minutes of the FGB meeting held on the 20th September 2021 should be approved, signed and dated by the Chair.</p>	<p>All</p>
<p>GB 94/21</p>	<p><u>Matters Arising from the minutes not covered by the agenda:</u> GB 71/21-To arrange Link Governor meetings with subject leads-the HT reported that some links had been made in line with the School Improvement Priorities. GB 77/21b)-Safeguarding training-had been attended by NH. All other actions are covered by the agenda.</p>	
<p>GB 95/21</p>	<p><u>Governance Update:</u> a) Governor appointments- the Chair confirmed that Nickey Hebb and Kate Pepperell had been nominated and appointed, unopposed, as Parent Governors for a four year term of office. There was still a vacancy for a LA Governor, and NYCC had confirmed they were keen to help in identifying a potential candidate with the required skills.</p>	

Sign:

Date:

3

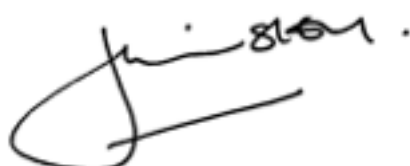


	<p>b) Keeping Children Safe in Education-all Governors confirmed they had read and understood the updated guidance, a register would be signed to evidence that at the next FGB to be held in school.</p> <p>c) Governor Induction Pack-NS confirmed this had been completed and LH had located the document on SharePoint.</p> <p>d) Governor Training opportunities-Governors had been circulated with the autumn term NYCC Governor School Improvement Update which summarised potential dates for training, mostly on-line, which could be booked through the school office.</p>	
GB 96/21	<p><u>To confirm the date of the next meeting:</u></p> <p>Date of the next meeting: Monday 17th January 2021 at 5.30pm, likely to be a virtual event.</p>	All
PART 'C'- FINANCIAL PERFORMANCE		
It was agreed that this part of the meeting should take place before Part 'B'.		
GB 97/21	<p><u>Budget Update:</u></p> <p>Laura Hudson, the School Business Leader was invited to give a budget update to Governors, the October 21 financial monitoring reports and revised budget documents had been shared via SharePoint.</p> <p>The key headlines were:</p> <ul style="list-style-type: none"> • The latest carry forward was £450 more than predicted. • Some areas have overspent (overtime and supply due to covid and general staff absence) however the EYFS income was slightly better than expected due to more children having been admitted which has offset this. • The changes in nursery admissions reflected a £27k increase due to the increase in nursery children, with 25 children expected in January. However, this increase in numbers will require additional staff to meet ratio requirements. <p><i>Q: What is the maximum number the bungalow can take?</i> <i>A: A maximum of 16.</i></p> <ul style="list-style-type: none"> • It was noted that the Covid Recovery Grant was an 'in/out' grant so wouldn't change the income expenditure balance situation. • In terms of expenditure there is an overspend on supply staff, support staff overtime and both short and long term staff absence and sickness. Absence insurance doesn't pay out until day 6 so wont help with short term absences or covid. • Lunchtime cover due to Covid, has increased from 1.10 hours to 2 hours, and some HLTA/TA cover is being used to support MSAs before an additional MSA is appointed. <p><i>Q: Can any savings be made over expenses due to Covid?</i></p>	

4

Sign:

Date:



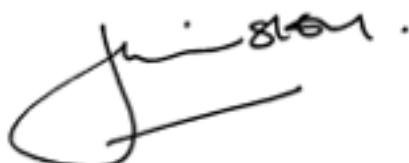
17.1.22

	<p><i>A: We are factoring these predicted costs in, but due to rising rates of infection in school and the need for an additional MSA to cover the 2 hours of lunchtime cover, it is hard to see where savings can be made.</i></p> <p><i>Q: Is there any other money from government to help with this issue or does the school have to absorb the costs?</i></p> <p><i>A: We have been told there is no more money.</i></p> <p><i>Q: More staff are getting worse colds, so are we having to use the attendance management policy?</i></p> <p><i>A: In the main we are working in line with the Attendance Management Policy to manage staff absence. Covid does not count towards triggers but general colds do. We currently have one member of staff going through this procedure.</i></p> <p>The Headteacher then gave an update on the Nursery development, explaining that a planning query about the need for additional parking had been raised, but as the children are already in school, the issue was resolved quickly. The alignment of tender documents will be signed off before Christmas which will enable work to formally start in January, Richmond School has offered car parking for contractors if required.</p> <p><i>Q: Is all the capital funding being used for the nursery?</i></p> <p><i>A: Yes it is.</i></p> <p><i>Q: Is there any scope for asking local businesses or parents for sponsorship or contributions to the development?</i></p> <p><i>A: There is nothing to stop us from doing that and we can also look at local community grants or there is the Coop charitable Fund to consider.</i></p> <p>The Chair thanked Laura for a useful and positive update and announced that Laura would shortly be going on maternity leave probably towards the end of January, and on behalf of Governors thanked her for all she had done and wished her all the very best.(LH thanked Governors and left the meeting at 6.34pm)</p>	All
PART B - EDUCATIONAL PERFORMANCE		
<p>GB 98/21</p>	<p><u>To ratify the updated SEND Policy:</u></p> <p>The HT reported that the policy was the same as before, apart from the additional reference to the new Sensory Room.Revd.Kathleen Wood proposed that it should be ratified and all Governors agreed.</p> <p>Resolved: The updated SEND Policy be ratified and located on the school website.</p>	All

Sign:

Date:

5

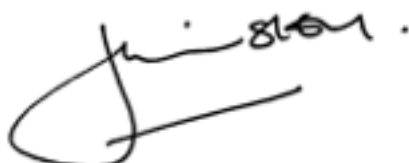


17.1.22

<p>GB 99/21</p>	<p><u>To approve the following policies:</u></p> <p>Governors were asked to consider the following policies that had been located on SharePoint. Relevant Linked Governors had been asked to consider in detail and make a recommendation as to whether a policy should be approved or amended, as follows:</p> <p>a) Budget Management Policy- the Chair explained that it was a standard Policy which confirmed the role of governors in monitoring and reporting financial performance in line with LMS procedure rules. She recommended the Policy for approval and adoption. <i>Q: What does LMS mean?</i> <i>A: It stands for the Local Management of Schools from a maintained school perspective.</i> Resolved: That the Budget Management Policy be approved for adoption for 2021/22.</p> <p>b) Pay Policy- the Headteacher explained that it was a NYCC recommended policy and showed changes in Pay Scales, and recommended it should be approved <i>Q: I thought it was a bit harsh saying that a member of staff cannot be awarded an increment if they have been absent for more than seven days in the last few years- is that normal practice?</i> <i>A: Staff can self-certify for five days, so anything over that would count, Covid related absence is out with the Pay Policy, and a member of staff could take a concern to the Pay Panel.</i> Resolved: That the Pay Policy be approved for adoption for 2021/22.</p> <p>c) Complaints Policy- SW had reviewed the Policy and explained that it followed a standard complaints process of three stages, with a complaint being made in writing or phone to the Headteacher and if not resolved, it would then go to the FGB, if a resolution was not agreed at that stage, then the complainant could take the issue to the DfE. He emphasised that a complainant should not directly approach Governors, apart from the Headteacher. He recommended it should be approved. Resolved: The Complaints Policy be approved for adoption.</p> <p>d) Early Career Teacher (ECT) Policy-JA had reviewed the Policy and thought it was well written and clear to understand and replaced previous policies relating to NQTs, as from September 2021, ECTs had taken on that role. He suggested that reference to Executive Head (pages 2 and 4) should be replaced by Headteacher, and the reference to 'Appropriate body' be made more explicit by mentioning Red Kite as the school's appropriate and awarding body. It was also highlighted that it is the responsibility of Governors to know how ECTs were progressing in the school. Action: To put as an item on the staffing update for the January 2022 agenda.</p> <p>Resolved: That the Early Career Teacher Policy be approved and adopted.</p>	<p>All</p> <p>All</p> <p>All</p> <p>HT Clerk</p>
----------------------------	---	--

Sign:

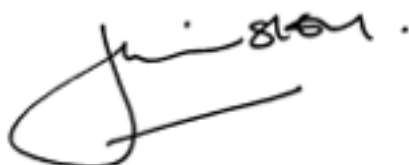
Date:



	<p>e) Assessment Policy-the Headteacher informed Governors that it had been written by the school to reflect the changes in the Ofsted Inspection Framework, and reflected both internal and external assessment, and was much easier to digest than previous policies, and on that basis she recommended it should be adopted. Resolved: That the Assessment Policy be approved and adopted.</p> <p>f) Health and Safety Statement- SW had reviewed the statement and explained that it clearly outlined responsibilities, key safety risks, training requirements and monitoring procedures. The template was a NYCC document and he recommended it for adoption. He also noted that he had been unable to join a planned visit with the HandS adviser, but proposed that a Health and Safety report should be on the January agenda.(Action SW/SBL) Resolved: That the Health and Safety Statement be approved and adopted.</p> <p>g) Early Years Policy- JS explained that the policy had been rewritten to reflect changes in the EYFS Framework, with an emphasis on safeguarding, health and well-being and effective communications, as well as ensuring it maintained the RMS ethos. <i>Q: I didn't see much mention about being a Church School and the inclusion of references to spiritual life, is there anything I have missed?</i> <i>A: Yes, for example, mention is made on page 6 of 'in line with the church ethos'. Mention is also made in the Assessment Policy, but it's a good point, and it also won't be specifically mentioned in LA policies, as they need to have a broader focus.</i> Resolved: That the Early Years Policy be approved and adopted.</p> <p>h) Medical Policy- NS had reviewed the policy and although she thought it was a bit lengthy, it did cover key procedures for emergencies and emphasised the need for basic training for all staff and all PE staff should be trained as First Aiders. <i>Q: Have we got a defibrillator?</i> <i>A: Yes we do.</i> <i>Q: Should the medical policy be on the website?</i> <i>A: Some policies are statutory and some recommended by DfE, but this isn't.</i> <i>Q: Should it not be regarded as something we should do to reassure parents about what support is available?</i> <i>A: Too many policies could be overwhelming.</i> NS pointed out that the policy should have items not relevant to the school removed, so it would be clearer to read. Action: A management decision regarding customising NYCC Policies should be taken. <i>(A post meeting proposal: The Headteacher proposed the following solution -'the preferred method when amending NYCC model policies is to use the strike-out option when the information is not relevant to the school and to use yellow highlights to show any additions or changes.'</i></p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
--	--	--

Sign:

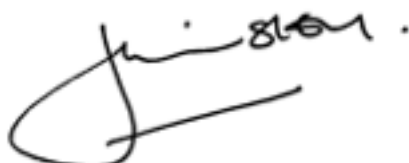
Date:



	<p>Resolved: That the Medical Policy be approved and adopted.</p> <p>i) Recruitment and Selection Policy- CD had reviewed the policy and explained it was a NYCC recommended policy, very comprehensive and thorough, and provided a useful guidance checklist, she also felt that it was very non-discriminatory, and recommended it for approval.</p> <p>Resolved: That the Recruitment and Selection Policy be approved and adopted.</p> <p>j) Probationary Policy-NH had reviewed the NYCC policy and recommended for approval, as it would also have the support and endorsement of the Human Resources service.</p> <p>Resolved: That the Probationary Policy be approved and adopted.</p> <p>The Chair thanked the Governors concerned for the time and thought they had given to the review of their relevant policies.</p>	<p>All</p> <p>All</p> <p>All</p>
<p>GB 100/21</p>	<p><u>Verbal Update on SIP Priority 1:</u> The Headteacher informed Governors that the aim was to embed the school's two year sequential curriculum by blocking foundation subjects and through a planning sequence of recalls and knowledge checks to deepen and extend pupil's understanding, so that key connected knowledge is embedded into long term memory.</p> <p>Key headlines:</p> <ul style="list-style-type: none"> • The HT and DHT have written a clear curriculum overview with 2, 6 and 12 week knowledge checks. • Staff are given a half day, half termly leadership time for all curriculum leads to assess the intent, implementation and impact of their curriculum subject. <i>Q: Will external checks be made and shared with Governors?</i> <i>A: External validation is really important and 'Deep Dives' with HART will provide us with useful external evidence.</i> <p>Action: To provide JA link Governor for the curriculum to receive information and times of future Teams meetings.</p> <ul style="list-style-type: none"> • Focus on talking with children with their books to monitor whether children know more and can remember more. In this time curriculum leads have ensured learning objectives in the curriculum webs align with our two year sequential curriculum. • Curriculum leads have looked at their subject over the last two years and monitored any gaps due to COVID and shared with staff what the essential knowledge is that needs to be covered and what can be revisited during the next cycle. • School undertook a maths scrutiny last half term and writing will be undertaken on the 22nd November, Geography on the 30th November and reading/phonics on the 7th December. <i>Q: Will Governors be informed of the results?</i> <i>A: We can put the maths results on the January FGB agenda.</i> 	<p>HT</p>

Sign:

Date:

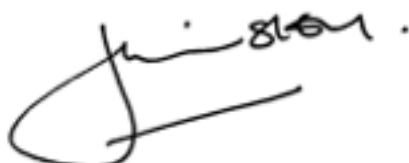


	<p>Action: Results of the Maths scrutiny and SIP Priority 3 on the January agenda.</p> <p>The Chair thanked the HT for a very informative update on SIP Priority 1.</p>	<p>HT/ Clerk</p>
<p>PART D-OTHER BUSINESS</p>		
<p>GB 101/21</p>	<p><u>COVID UPDATE:</u></p> <p>The Headteacher informed Governors of the latest situation in school, which included:</p> <ul style="list-style-type: none"> • Limiting the use of staff room by staff • Use of face coverings • Staggered break times • Limit movement in school corridors • Authorised absence given if parents wish to keep children at home • Virtual staff meetings • Limiting visitors to school <p><i>Q: How many cases have you had since November 1st?</i> <i>A: We have high numbers compared with other schools, with 26 possible child cases and 3 staff since November 1st. SFX has less than 10 and Richmond School 15, so really high considering the size of school and pupil numbers.</i></p> <p><i>Q: Have children been required to carry out lateral flow tests?</i> <i>A: The DfE advice is that we cannot insist on daily testing, and it is up to the household to determine what is best for them. I am not sure what else the school can do, often children or staff are not seriously ill and are often asymptomatic.</i></p> <p>The Chair thanked the Headteacher for managing such a difficult situation in as diligent a way as possible, on behalf of Governors she also wished to thank all staff for continuing to support each other and the children.</p>	
<p>GB 102/21</p>	<p><u>Headteacher Performance Management:</u></p> <p>The Chair informed Governors that this assessment had taken place with herself and Kathleen Bradley, supported by Don Parker. An excellent constructive process had been undertaken and she was delighted to congratulate the Headteacher on being rewarded with a well-deserved Pay Award.</p> <p>This news was endorsed by all Governors and Revd. Kathleen Wood wished to add that when talking with children they all said how wonderful their Headteacher was.</p>	
<p>GB 103/21</p>	<p><u>The Chair asked Governors:</u></p> <p><i>What impact have Governors made on the learning experience of pupils in the school as a result of this meeting?</i></p> <ul style="list-style-type: none"> • <i>We have confirmed that all Governors have read and understood the updated Keeping Children Safe in Education guidance.</i> • <i>The experienced Parent Governor NH has been re-elected and will continue to support safeguarding issues at the school.</i> 	

Sign:

Date:

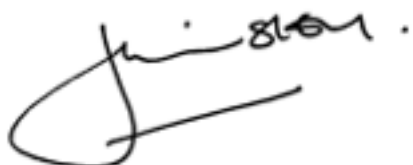
9



17.1.22

	<ul style="list-style-type: none">• <i>The Ofsted training had been well received and Governors feel more confident about their statutory role in school.</i>• <i>A number of policies were approved and adopted.</i>	
	There being no further business, the Chair thanked the Governors, HT and all staff for their productive hard work and commitment to the school, and closed the meeting at 7.31 pm.	
<p>The date of the next virtual FGB meeting will be held on Monday the 17th January 2022 at 5.30pm for</p> <p>Please send apologies to the Clerk Pat Gale: Pat.gale@northyorks.gov.uk;</p> <p>Or 07793 846 441</p>		
<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'.</p>		

Sign:



Date:

10

17.1.22