

**Minutes of a virtual meeting of the Full Governing Board (FGB) of
Richmond Methodist Primary School
Held at the school on Monday 17th January 2022 at 5.30 pm.**

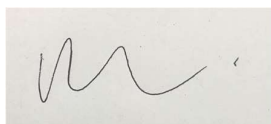
Present:

Jan Linsley (Chair), Sharon Stevenson (Headteacher), Nicola Hebb (NH),
Rev Kathleen Wood (KW), Nicola Scrafton (NS), John Armitage (JA), Julie Swinbank (JS), Kathleen
Bradley (KB) (from 17.56) and Kate Pepperell (KP)(from 17.40)

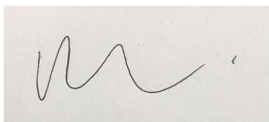
In attendance:

Susan Welch-Maths Subject Lead for item 14.(left the meeting at 18.21)
Pat Gale (NYCC Clerk to Governors)

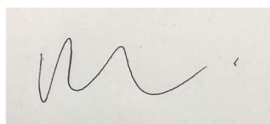
Minute No.		Action
PART A – PROCEDURAL		
GB 01/22	<p><u>Welcome and Opening Thoughts and Prayer:</u></p> <p>The Chair welcomed everyone to the first FGB meeting of 2022 and invited Revd. Kathleen Wood to give her opening thoughts. The focus being on the deep sense of wisdom, pastoral care, emotional nourishment and support for children and families provided by the school in 'doing all the good we can', particularly in the context of recovering from Covid. Governors were then invited to join in an opening prayer. The Chair thanked KW for a very appropriate and reflective start to the new calendar year.</p>	
GB 02/22	<p><u>Apologies for Absence :</u></p> <p>Apologies for absence had been received and consented to from Caroline Dawson and Scott Woodhead, it was noted that KB might be late in joining the meeting.</p>	
GB 03/22	<p><u>Declarations of business and personal interests, pecuniary or non-pecuniary:</u></p> <p>None declared.</p>	
GB 04/22	<p><u>Confidentiality issues:</u></p> <p>The Chair explained that at 7pm a confidential item would be discussed, which could potentially impact on staff, so she requested that JS should leave the meeting at that point, she also wished it to be noted that there could be a potential conflict of interest if she stayed in the meeting and she would also leave so the item would be chaired by Co-Vice Chair Nickey Hebb.</p>	
GB 05/22	<p><u>Notification of urgent other business:</u></p> <p>This would be covered by the confidential item.</p> <p>At this point, the newly appointed Parent Governor Kate Pepperell (KP) was welcomed and Governors were invited to introduce themselves. The Chair then asked Kate if she would share a brief potted history of her experience and</p>	



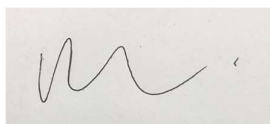
	<p>connection to the school.KP explained that she had two children in school and wished to contribute to the ongoing success and quality of the learning experience. Her professional background was as a Speech and Language Therapist for the Middlesbrough NHS, 90% of her time was working with schools and specialising in autism and learning difficulties. The Chair reported that KP had successfully undertaken her induction and had agreed to be Link Governor for the Nursery and EYFS,her term of office is for four years starting from the 17th December 2021.</p>	
<p>GB 06/22</p>	<p><u>To approve the minutes of the last FGB meeting held on the 15th November 2021:</u> Governors agreed they were an accurate record of the meeting and should be approved.</p> <p><u>Resolved:</u> The minutes of the FGB meeting held on the 15th November 2021 should be approved, signed and dated by the Chair.</p>	<p>All</p>
<p>GB 07/22</p>	<p><u>Matters Arising from the minutes:</u></p> <p>GB97/21-The Headteacher gave an update on the nursery at this point (rather than under item 17 on the agenda), noting that work had commenced on the flat roof over the garage, and would be converted into a storage facility. The contractors on site were very good and supported the engagement of pupils in the redevelopment process. The very positive development had been shared with parents and the wider community, through the newsletter, and the completion date was planned for the 25th February. A planning meeting will take place shortly and the School is beginning the process of planning a grand opening and all Governors will be invited to attend and contribute their ideas.</p> <p>All other actions would be covered by the agenda.</p>	
<p>GB 08/22</p>	<p><u>Governance Update:</u></p> <p>a) Governor appointments- the Chair reported that there was still a vacancy for a LA Governor, the Clerk would continue to request support from the NYCC Governance Team, but Governors were also encouraged to help in nominating a potential candidate with the required skills.(Action)</p> <p>b) Governor Training opportunities-Governors were reminded to log any training certificates they had undertaken with the Clerk. NH informed Governors that through her work role she had achieved a Level 3 in safeguarding and was commencing Level 4, the Chair confirmed that any relevant work based training could be recorded in the Governor Training evidence file.(Action)</p> <p>c) Governor monitoring – JA had completed a monitoring visit on the 13/01/2022 focusing on SDP1-the Quality of Education,Curriculum,the report of the visit had been circulated to Governors. He commented that the work that had gone into developing the SDP was heartening and the school should be congratulated.</p>	<p>Clerk/ All</p> <p>Clerk/ All</p>



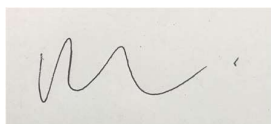
	<p>He recommended that the Assessment policy should be amended to move to 2 week checks only, rather than 2, 6 and 12 week knowledge checks, as this would save on staff teaching time.</p> <p>Resolved: That the Assessment Policy approved at the 15-11-21 FGB meeting has been amended accordingly and adopted.</p> <p>The Chair thanked JA for a very thorough and helpful visit report. It was noted that KW had carried out a Maths monitoring visit and that the Chair and HT met every two or three weeks to focus on leadership.</p> <p>(To note:KB joined the meeting at 17.56)</p>	All
<p>GB 09/22</p>	<p><u>To confirm the date of the next meeting:</u></p> <p>Date of the next meeting: Monday 7th March at 5pm, unless meetings had to take place virtually in which case the time would be at 5.30pm.</p>	All
PART 'B'- EDUCATIONAL PERFORMANCE		
<p>GB 10/22</p>	<p><u>Update on SIP priority 3 and results of the Maths Review:</u></p> <p>Susan Welch was invited to give her presentation on an overview of Maths (attached),the key headlines being:</p> <ul style="list-style-type: none"> • In 2021 the school took out a subscription to the White Rose Maths resources and we now follow their curriculum, which breaks up learning into sequential 'small steps'. A recent Learning Walk by the HT and Jo Robinson confirmed that the White Rose curriculum is embedded and staff find it a valuable resource. • In FS this is supplemented by 'Master the Curriculum' and in KS1 by 'Primary Stars'. • This year we are refining how we use the scheme and how we tailor it to suit our children, with a particular focus on the progress and attainment of our lowest 30% of children. <p><i>Q: What are the targets on the Maths Action Plan?</i> <i>A: To improve the quality of teaching and learning and assessment of maths.</i></p> <ul style="list-style-type: none"> • We are also focusing on dedicated mental maths sessions in class and developing the fluency with number and recall of number facts. This also includes a 'simmering pot' and our 'Big Squares' on learning walls and provides a structure and clear plan for going forward. <p><i>Q: How are you improving the quality of assessment in maths?</i> <i>A: In line with other subjects we are completing a post-unit check 2 weeks after each unit which helps inform teaching.</i></p> <ul style="list-style-type: none"> • We are addressing underachievement in maths with a focus on our lowest 30% and pupils who have experienced barriers to engaging in remote learning. 	



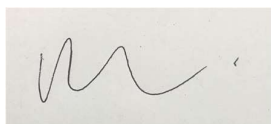
	<p><i>Q: What approaches are you taking?</i> <i>A: Effective implementation of the National Tutoring Programme also targets many of the same children, and I have worked with Janine Thornton on ways she can support our children and Joe Larder is focussing on this in his school improvement work. We have also bought White Rose workbooks for the least able in Years 3 and 5.</i></p> <p><i>Q: Has the White Rose scheme done what you expected, are the changes manageable and is there extra work for staff, and can we help?</i> <i>A: By buying in these resources we are saving staff time and supporting mental health and wellbeing, providing consistency of approach and largely achieving more than previously.</i></p> <p><i>Q: In adapting the learning to the needs of pupils, particularly the lowest 30% is that a helpful development for staff, and does it also link with reading support?</i> <i>A: We are working hard on reading, one of the issues with maths is have pupils got the vocabulary and is there a focus on that in increasing their knowledge.</i></p> <p><i>Link Governor comment:</i> <i>KW reported that she was grateful for SW' time and experience in helping her understand the maths curriculum and support for her role as Link Governor. She commented that not only do staff know what they are doing, but importantly so do the children, and was impressed by their knowledge of the maths language.</i></p> <p>The Chair thanked SW for her clear presentation and for the support she was giving the Link Governor which was a partnership obviously working well. Governors were recommended to read the previously circulated Maths Review carried out by the HART Alliance in October 2021 which had informed the Maths Action Plan.</p> <p>SW thanked Governors for their interest and support and left the meeting at 18.21.</p>	
<p>GB 11/22</p>	<p><u>Headteachers Report on Educational Standards at RMS:</u></p> <p>The Headteacher had previously circulated the detailed report to Governors and highlighted a number of key sections including:</p> <ul style="list-style-type: none"> • A demographic summary showing there were 287 pupils in school, of which 50.9% were boys and 49.1% girls.9.8% of pupils had SEND compared with the national figure of 14.7%;six pupils had Education, Health and Care plans. It was noted that absence rates were in line with national figures, 3.6% in school compared with 3.7% nationally, persistent absence rates of 9.8% compared with a national percentage of 9.9%. <p><i>Q: Has Covid impacted on these statistics?</i> <i>A: Yes the autumn term attendance impacted with the school currently having 19 children testing positive and 2 staff, but we are positive we can get through this.</i></p> <ul style="list-style-type: none"> • Some very positive attainment results were shared by subject ,with reading showing that many pupils were working above expected levels, however it was important that pupils 'just below expected' needed to be monitored closely. It was noted that 27% of Year 6 pupils were working at 'above expected' in maths. In terms of disadvantaged pupil attainment in reading in some groups they were doing better than non-disadvantaged. <p><i>Q: Why is this happening?</i> <i>A: Specific interventions have been implemented and support from the National Tutoring Programme has also helped.</i></p>	



	<ul style="list-style-type: none"> Nursery 2 Attainment in the EYFS showed very strong results with 100% of disadvantaged children at expected level in a number of areas, such as creating with materials, being imaginative and expressive, number and the natural world. <p><i>Q: The results look promising, are any children working above expected as in older age groups, has this remained consistent or has it dropped off with Covid?</i> <i>A: More children were working at greater depth by the end of the summer term, so perhaps staff are being more cautious in their assessments, there is some very good 'Quality First' teaching taking place, so perhaps with more confidence the results may be stronger in the summer term.</i></p> <p><i>Q: Reception Progress shows that in a few subject areas, disadvantaged children are attaining higher levels than non-disadvantaged, why is that?</i> <i>A: It is a bit deceptive, as there are only two disadvantaged pupils in that year group.</i></p> <p>Governors felt that the EYFS and Reception team were working well and should be congratulated on the work being progressed. JS said the team worked very hard on developing a very structured routine that would support a smooth transition into Year 1 and beyond.</p> <ul style="list-style-type: none"> Year 6 results are looking strong, but we don't know national results as yet for comparative purposes. <p><i>Q: Are you happy with Year 6 progress?</i> <i>A: We are concerned about writing, but we are sure they will make more progress by May.</i></p> <p>Action: To have a review of progress on educational standards at the May FGB meeting.</p> <p>The Chair thanked the Headteacher for a very reassuring report, which demonstrated the hard work and commitment of all staff.</p>	HT
GB 12/22	<p><u>To approve the following policies:</u></p> <p>The following policies had been received by Governors.</p> <ul style="list-style-type: none"> Feedback Policy-in the unavoidable absence of CD, the Chair explained that the policy provided the EEF rationale, emphasising live feedback, teacher assessment and pupil and peer self-assessment, and how different markings were used for pupils to improve. Resolved: The Feedback Policy was approved for adoption. Remote Learning Policy-JS had reviewed the policy and highlighted the list of professional behaviours that were recommended and the importance of safeguarding and well-being particularly in relation to challenges facing both staff and pupils. Resolved: The Remote Learning Policy was approved for adoption. Protocol for on-line FGB meetings-in the unavoidable absence of SW the Chair reminded Governors of the need to adhere to the protocols required to be undertaken during virtual meetings. Resolved: The protocol for on-line FGB meetings was approved for adoption. 	All All All



	To note: the amended Appraisal Policy was approved for adoption.	All
GB 13/22	<u>Update on Curriculum Link Governors:</u> This item had been fulfilled by GB 08/22-relating to JAs monitoring visit.	
PART 'C' – FINANCIAL PERFORMANCE		
GB 14/22	<u>To receive a Health and Safety Report:</u> The Headteacher reported that the NYCC HandS adviser Terry Bland, had undertaken a walk around with the SBL (LH), it was a very positive report, and with the only action being 'Had all staff undertaken off site visits training'?, it was agreed that this will take place by the 4 th May. (Action) <i>Q: Who will take on this responsibility when LH is on maternity leave?</i> <i>A: The caretaker and Zoe Pick (interim SBL) will take on this process which is very thorough and robust.</i> <i>Q: Has the Link Governor SW had sight of the report yet?</i> <i>A: It will be located on SharePoint and put on the next FGB agenda.</i> The Chair thanked the SBL and staff for ensuring that health and safety was a key priority for the school.	
GB 15/22	<u>To receive a verbal update on the Nursery Development:</u> The update was given by the Headteacher under Matters Arising from the FGB held on the 15 th November 2021.(minute GB 07/22)	
PART D-OTHER BUSINESS		
GB 16/22	<u>To consider additional confidential item:</u> This item was chaired by Co Vice-Chair Nickey Hebb from 7pm. JL (Chair) and JS left the meeting due to potential conflicts of interest. CONFIDENTIAL MINUTE GB 16/22	
GB 17/22	<u>The Chair (NH) asked Governors:</u> <i>What impact have Governors made on the learning experience of pupils in the school as a result of this meeting?</i> <ul style="list-style-type: none"> • <i>Thorough briefing on the quality of Maths provided by the school.</i> • <i>The importance of Learning Walks and school developments.</i> • <i>Understanding and holding the Headteacher to account for the educational standards of progress and attainment across core and foundation subjects.</i> • <i>Highlighted the strengths of the nursery development.</i> • <i>Approval of three policies.</i> • <i>A positive Health and Safety Report.</i> 	



	There being no further business, the Vice-Chair (NH) thanked the Governors, HT and all staff for their hard work and commitment to the school, and closed the meeting at 7.49 pm.	
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The date of the next virtual FGB meeting will be held on Monday the 7th March 2022 at 5 pm.

Please send apologies to the Clerk Pat Gale:

Pat.gale@northyorks.gov.uk;

Or 07793 846 441

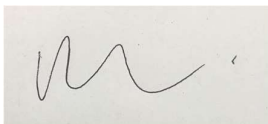
Please note: The colour coding above links to the three key roles of governance questioning;

RED for 'setting strategic direction',

BLUE for 'holding Headteacher to account for educational performance'

GREEN for 'ensuring financial health, probity and value for money'.

Sign:



Date:11/05/2022