




Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 11th March 2024 5.30 pm
at Richmond Methodist Primary School and on TEAMS**

Core Functions of LGB (Colour coded to challenge):

- **Ensure clarity of vision, ethos and strategic direction**
- **Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- **Overseeing the financial performance of the school and making sure its money is well spent.**

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Signature 
Ms Jan Linsley
Date: 20th May 2024

In attendance

Sharon Stevenson (SS) Headteacher; Nickey Hebb (NH) Kathleen Bradley (KB) Rev. Kathleen Wood (KW); Julie Swinbank (JS); Caroline Dawson (CD) Jan Linsley (JL) Nicola Scrafton (NS) Clive Wold (CW), Hannah Long (HL) Kate Pepperrell (via TEAMS)

Also present


Zoe Pick, School Business Leader

Louise Flanagan, Clerk to Governors, NYC

1	Welcome from the Chair and an Opening Prayer:	The Chair welcomed Governors to the meeting and Kathleen Wood shared an opening prayer.
2	To receive apologies for absence and to determine whether any absences should be consented to.	No apologies were received.
3	To remind governors of the need to complete business and personal, interests, pecuniary and non-pecuniary, gifts and hospitality and self-declaration form.	Business Interest forms were included in the papers they will be completed and handed in to school.
4	To determine whether any part of the proceedings should be treated as confidential	A confidential item will be discussed at the end of the meeting.

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5	Notification of urgent other business.	There was no other urgent business.
6	To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 22nd January 2024.	The minutes and confidential minutes of the FGB meeting held on the 22 nd January 2024 were approved as a correct record and will be signed by the Chair as soon as possible.
7	To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)	<p>No further matters were raised and the Actions Log was updated.</p> <p>An update was provided on the following:-</p> <p><u>Holiday Club</u> The holiday club was ready to open but unfortunately a staff member became ill so opening has been postponed.</p> <p><u>Safeguarding Filtering and Monitoring</u> SS spoke to the school's IT consultant, he is aware that he should notify the Chair should any alerts come from the Headteacher's devices.</p>
8	Revised Budget and Financial Updates	<p>Monthly monitoring reports were circulated before the meeting and ZP highlighted the following points:-</p> <p>Last monthly variance of £11k was mostly due to savings on electricity and change in lighting (purchased from energy efficiency grant).</p> <p>Governor Question (GQ) When will Governors be able to look at the draft budget? It will be ready for the May meeting so it can receive Governor agreement.</p>

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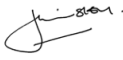


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		SS advised that ZP has been working on generating income, so far monies have been received from Tesco, The Burley Woodhead English Hub and Forest Schools. In addition, a new school signing-in system and grounds maintenance contract will produce more savings.
9	School Fund	<p>It has been decided to keep the School Fund separate, there were no administrative savings to be made if it was brought into school. In addition, if it remains separate there will be more access to grants (as it is a registered charity).</p> <p><u>School Meals</u> A school meals report was circulated before the meeting.</p> <p>ZP advised county caterers charge more per meal than school receive so there is a 60p per meal loss, creating a £18k deficit.</p> <p>GQ Is what we are paying in line with other suppliers? Yes.</p> <p>GQ Has uptake increased since the meals were changes? Yes, but that has created a larger deficit.</p> <p>GQ Can you employ someone directly? School would have to manage health and safety, stock, absence etc so it wouldn't be cost effective.</p> <p>GQ Is there anything we can do to offset the deficit, eg possible have a snack bar led by pupils? Possibly in the future.</p> <p>Governors were mindful that good nutrition is very important for pupils as it is not guaranteed that some are going home to another meal.</p>

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Governors AGREED an increase of 10p per meal from September (£2.10 Nursery and £2.60 for rest of school), parents will be given a term's notice of the change.

A snack bar will be considered at a future date.

Nursery

Nursery costs were circulated before the meeting, Governors noted from 1st April 15 funded hours will be available. The rate is in line with other local schools and nursery is working at a profit.

GQ Is the nursery financially feasible next academic year if charged remains unchanged? We are charging £5.50 for the youngest but receive £7, this will be every child from April.

Governors AGREED to leave nursery prices unchanged.

Staff Absence

Quotes for absence insurance providers were shared before the meeting and also on screen.

Governors were advised that there is £25k in supply cover and there is not much capacity to cover absence internally.


The options were considered by Governors, SS recommended option 4, which provides cover for teachers from day 6 and support staff from day 1.

GQ What does it cost to cover a teacher? For a teacher it costs £200 a day, we receive £160 from insurance from day 6.

GQ Have you considered a zero hours contract? We have two TAs with zero hours contract but not any teachers.

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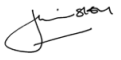


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		Governors agreed to adopt option 4 providing cover for teachers from day 6 and support staff from day 1.
10	SFVS	<p>The SFVS template was uploaded to Teams before the meeting, the Bursar has updated the areas required. It was noted that references to the Finance Governor and Finance Committee should be removed.</p> <p>Several Governors expressed an interest in finance training, ZP will ask the Bursar if she could provide an overview of finance to all Governors before the next meeting.</p> <p style="text-align: center;">ZP was thanked by Governors and left the meeting at 6.18pm</p>
		School Improvement
11	Headteacher Report	<p>The Headteacher's Report was circulated before the meeting and the following points were highlighted.</p> <p>Health and Safety checks, training, visits and risk assessments are all up to date.</p> <p>A Fire Risk Assessment took place on 9 January 2024, non urgent recommendations were included in the report which will continue to be addressed. Some items can be resolved in school eg replacing ceiling tiles, however other issues will need the assistance of TEG Services.</p> <p>GQ Have you considered going back to NYC MAS? We are on their lowest version, other service levels were not cost effective.</p> <p><u>Premises</u> The hygiene room is now operational. The hoist is in place and the adjustable height bed is awaiting delivery. All outstanding remedial work has been completed by the contractors.</p>

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The outside lift was installed by Stannah during February half term but is not completely enclosed, school is working with Align Property Services to ensure that an enclosure is put in place and the lift is safe before anyone uses it.

Another capital bid had been submitted for a new classroom, replacement of temporary classrooms and toilets. DfE visited to perform an audit and their report will strongly suggest the current temporary classrooms are not fit for purpose.

CW suggested SS speak to the local councillor about this.

Performance Management

Interim performance management appraisals are taking place currently, a date needs to be set for SS's performance management.

Staffing update

A member of the administrative team has retired and a new staff member recruited to fill the vacancy, they will join RMS on 8th April.

Early Career Teachers (ECT)

RMS currently has three ECTs and four ECT mentors. ECTs benefit the school as they get to know curriculum and standards expected within school. The ECTs have accessed support through the Maths Hub as well as that from mentors and the Headteacher.


Safeguarding

The Spring Term update was shared with Governors.

Out of school internet use has become an issue with pupils accessing age inappropriate sites or messaging each other which has led to incidents. School continues to send regular updates to parents and

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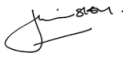


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		<p>the IT consultant can support with filtering and monitoring. Sharon Wilson (School Liaison PC) will be coming into school to work with some pupils who are not being safe online.</p> <p>GQ Did you identify those pupils through their parents? From reports from other pupils and parents.</p> <p>GQ Some pupils are in chatrooms? Yes – some pupils are using WhatsApp group.</p> <p>GQ How much of the Headteacher job is safeguarding? Around half day each week.</p> <p>IT set up a test alert for Headteacher which was successful.</p> <p><u>Attendance</u></p> <p>SS advised she has visited some pupil's homes to collect them and bring them into school.</p> <p>GQ Have there been any issues when you arrive at their home? No, they generally come willingly.</p> <p>GQ Is it always the same child? A core group of pupils.</p> <p>GQ Do you have a personal alarm when visiting properties? Usually two staff members attend.</p> <p>Governors noted dates for their diaries. It was advised Governors look at books when performing monitoring to compare progress from September to now.</p>
12	School Improvement Plan (SIP)	<p>The SIP was uploaded to TEAMS before the meeting.</p> <p>Senior leaders are working hard on the five targets, writing is a priority.</p>

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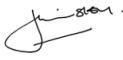
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		Assessment week is taking place this week.
13	SEND Update	<p>Kathleen Bradley, SEND Governor, updated Governors of her recent meeting with the SENCO. Meetings take place once each term to discuss SEND provision within the school community, and to highlight areas of strength, and areas of challenge within that provision.</p> <p>Spring meeting – 21 February 2024</p> <ul style="list-style-type: none"> · LC positive about recent termly PPMs · Staff at RMS aim to provide very high levels of support and inclusion for all pupils either with an identified, or suspected SEN, and those with SEMH needs – SENCO provides support and training to staff – embodies our school value of ‘for all’, and doing all the good we can. · LC working very hard to engage with staff and parents – two parent drop ins, and an information provision meeting to date this school year. Parent drop ins had disappointing attendance, but information meeting had 12 attendees, which was more encouraging. · Last staff voice indicated that other than specific child related advice, there were no significant gaps in teacher confidence – but this is repeated each year. · SEND walk around in December showed a good level of engagement in all classrooms seen, with SEN pupils participating, some with differentiated resources, and some with some additional staff support – but on the whole, it was not obvious to the lay view which pupils were SEN – all were supported in learning in a whole class situation. Calm purposeful classroom activities and good focus on learning was evident. <p>Current concerns</p>


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		<ul style="list-style-type: none"> - Current challenges are linked to staffing constraints, and there remain concerns about staff long term wellbeing and retention. - Interventions were being embedded regularly and consistently through the week, which benefited a large number of pupils – however, due to current staffing constraints, these are now largely reduced - Links with Richmond School SEND are causing some concern – there has been a change in SEND provision and staffing at Richmond School, and historically RMS has had excellent links enabling a smooth transition for Y6 pupils moving across. LC reports difficulty in contacting the new SENCO to enquire about changes. This is very important, as changes to the way that RS manage behaviour on a daily basis may be at odds to the way some of RMS SEN pupils are supported to self regulate, and in order for there to be a smooth transition, and to properly support our pupils, there needs to be good understanding of expectations. <p>GQ Is there a SEND Governor at Richmond School? Yes</p> <p>A Governor noted that SEN provision in school is excellent, sessions run by the SENCO are very good. It was suggested that slides and/or recordings are shared for those who can't attend. Also to share feedback on Social Media.</p> <p>KB was thanked by Governors for her SEND report.</p>
14	Safeguarding Report	This was covered in the Headteacher report.
15	Governor Training	Finance training was discussed earlier in the meeting.
17	<u>Policies for approval</u>	

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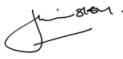
<p>Exclusions Policy next agenda Remote Education Policy Self Harm Policy</p> <p>6.1 Developing Performance & Capability of Staff Policy & Procedure KB 6.3 Staff Disciplinary Policy & Procedure – Schools KB</p> <p>6.5 Managing All Concerns/Allegations made against those who work/volunteer with Children NH</p> <p>6.7 Appraisal Policy JL</p> <p>6.9 LGPS Early Retirement Policy DB</p> <p>6.12 Probation Policy & Procedure JL and induction</p>	<p>The Exclusions Policy will be considered at the next meeting.</p> <p>The Remote Education Policy and Self Harm Policy were amended following feedback at the last meeting and were APPROVED by Governors.</p> <p>The Developing Performance & Capability of Staff Policy & Procedure, Staff Disciplinary Policy & Procedure will be considered at the next meeting.</p> <p>Refers to role and responsibilities of LADO and Designated Senior manager, looks at low level concerns and how allegations are managed. <i>Number for LADO para 3.5 and Para 4.2 xxxxx to be amended.</i> Governors APPROVED the policy.</p> <p>This is a NYC policy applies to teachers only (not ECTs, developing performance, supply or casual staff). Outlines process and amount of time for classroom observations. Governors APPROVED the policy.</p> <p>The LGPS Early Retirement Policy will be considered at the next meeting.</p>
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	<p>6.13 Recruitment & Selection Policy & Procedure HL</p> <p>6.14 Resolving Issues at Work Policy & Procedure KB</p> <p>6.16 Code of Conduct CW</p>	<p>This outlines probation procedure for non teaching staff, process for inductions is usually 6 months. This policy was APPROVED by Governors.</p> <p>This is an NYC policy which details steps for recruitment, includes a tick list.</p> <p>To amend: APP 3 add school logo, P8/9 4.2 and 4.9 school to include if they wish? 4.9 to be included 4.2 final bullet removed. Any Governors that require Safer Recruitment training should advise ZP. Governors APPROVED the policy.</p> <p>The Resolving Issues at Work Policy and Procedure will be considered at the next meeting.</p> <p>The Code of Conduct will be considered at the next meeting</p> <p>Governor were reminded to sign all of the agreed policies.</p>
17	External Report	SS advised that an external report has been received today which will be considered at the next meeting.
18	Confidential Item	This item was minuted confidentially.
19	To deal with any matters agreed for	There were no other matters for consideration.

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	consideration under item 5 above.	
20	What impact have we had in 'doing all the good we can' to enable our school community to flourish.	<ul style="list-style-type: none"> • Secured the direction of travel • Held Headteacher to account • Health and Safety discussed • SEND feedback shared, this supports parents • Small school meal price considered which supports school and families • Continuing to track holiday club which will offer provision for families
21	AOB.	There was no other business to be considered.
There being no other business the meeting closed at 7.30pm		

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