



Doing all the good we can


**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 22nd January 2024 at 5.30 pm**

Minutes

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.**

1 OFFICIAL

Signature 
Ms Jan Linsley
Date: 11th March 2024

In attendance

Sharon Stevenson (SS) Headteacher; Nickey Hebb (NH) ; Rev. Kathleen Wood (KW); Daniel Benfield (DB); Jan Linsley (JL); (Chair) Nicola Scrafton (NS); Clive World (CW); Julie Swinbank (JS); Hannah Long (HL); Kate Pepperell (KP)

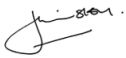
Also

Louise Flanagan, Clerk to Governors, NYC

1	Welcome from the Chair and an Opening Prayer:	<p>Introductions were made for the benefit of new governors. Hannah Long was agreed as a new Parent Governor. Clive World was agreed as a new Co-Opted Governor.</p> <p>A greetings card for John Armitage was circulated during the meeting.</p> <p>Kathleen Wood shared an opening prayer.</p>
2	To receive apologies for absence and to determine whether any absences should be consented to.	<p>Apologies were received from Caroline Dawson and Kathleen Bradley which were accepted by Governors.</p>
3	To remind governors of the need to complete business and personal, interests, pecuniary and non-pecuniary, gifts and hospitality	<p>The Chair reminded Governors to declare any Business Interests, the Clerk will issue forms to the new Governors.</p> <p>JL declared new employment details which were added to the declaration of interests form.</p>

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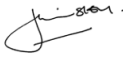
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	and self-declaration form.	
4	To determine whether any part of the proceedings should be treated as confidential	One confidential item was discussed and minuted confidentially.
5	Notification of urgent other business.	There was no other urgent business to be discussed.
6	To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 27th November 2023.	<p>The minutes of the previous minutes of the meeting held on 27th November were agreed as a true record of the meeting, subject to the amendments below, and they will be signed by the Chair as soon as possible,</p> <p>KP to be added to attendee list. Outside lift not complete. MAT discussions to be moved to confidential.</p> <p style="text-align: center;">KP arrived at 5.40</p>
7	To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)	<p><u>Holiday Club Update</u> The Headteacher advised she is waiting for confirmation on staffing and it is planned to have the club up and running for February half term. There has been a lot of interest from parents with a preference for it to run from 8.30 to 4.30. The club has been costed by the School Business Manager (SBM) and should create a small amount of income.</p> <p>GQ Is it possible to open it up to other schools? Our first priority is Early Years, if these places do not fill we would offer it to older pupils initially.</p>

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		<p>GQ Does it include 2/3 year old provision? It is primarily for 2/3/4 year olds.</p> <p>DB has completed his Governor Induction this will also be offered to the two new Governors. They were advised if they have existing training certificates these can be used and should be sent to the office.</p> <p><u>Budgets</u> Salary increases have been completed.</p> <p><u>Staffing Update</u> The Headteacher shared the information regarding deployment of staff at a staff meeting. This will have a positive impact on the budget in future, plans are currently being made on where to place staff.</p>
8	Headteacher Report	<p>The Headteacher's Report was circulated before the meeting and SS provided the following update to Governors:-</p> <p><u>Attendance</u> A target of 97% has been set, Autumn Term was 96.68% which is above the national average of 94.7%. The policy to not authorise leave for family holidays continues, this is in line with other local schools. Two families have exceeded 10 unauthorised sessions and have been fined, parents are aware that fines go to the Local Authority (LA) and not the school. RMS culture is to work with families regarding attendance.</p> <p>GQ What are the absence issues, are holidays the main factor? Holidays are a big factor as well as genuine illness. There are not many unexplained absences.</p> <p>GQ What is the Mental Health situation across school, are instances increasing? Yes it is increasing across school. A nurture group takes place each morning where pupils are given breakfast as well as taking part in a nurture programme. A different cohort for Spring Term will attend from Monday to Thursday and the Autumn term cohort can still attend on Friday.</p>

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GQ For those children no longer in the nurture group, are they happier for it? Yes we can see a positive impact. Staff are aware of those pupils and they are welcomed at the gate. The Parent Governor verified this. Lots of work is taking place on this issue.

GQ What do you need from Governors to maintain what you're doing in nurture groups? Staff discuss those pupils who would benefit, there are many more we would like to help but finances are an issue.

GQ With regards to attendance, is any account taken of chronic illnesses? No we still have to include those pupils as absent.

Core Subjects Data

Reading

Overall there is a positive picture with a slight dip in Y3, however interventions are taking place. Y6 sat the 2019 SATS papers and achieved very positive results.

Maths

There is a positive picture for attainment and progress. This is due to the Maths Lead taking part in the Teacher Research Group where they receive training which provides consistency. In Y2 there is a dip in Maths, interventions are planned and this will be closely monitored

KW advised that she attended school during a visit from LA advisor Donna Makepeace.

A written report will follow, she felt it was a positive visit. The advisor could see measures are in place and staff are very open to support and working together to improve outcomes for pupils.

Governors noted that pupils are relaxed about sitting tests and many did not know they were sitting SATS papers.

Writing

5OFFICIAL

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SS advised there are concerns with writing. There is a plan to review the writing programme across the school, as the current programme is not working for staff workloads. RMS are also working with two schools who have good outcomes in writing.

GQ Are the schools local? Yes.

GQ Are they planning writing schemes themselves or following a prescribed scheme? One of each.
Comparative Data

SS has taken the data and compared it for where pupils are now, compared to where they were in Autumn 2022. Apart from transition from Reception to Y1 and Maths, all other year groups has seen a significant improvement from last year's data.

GQ What is being done for the Y3 and Y4 class to move them up in writing?

We have moved a teacher from Y5/6 into Y3/4 so they know where pupils need to be in Y6.

GQ Can we compare Spring 23 and Spring 24? Yes this can be provided at a future meeting (AP).

GQ When was writing last reviewed? As a curriculum area writing is being reviewed this academic year.
Writing data is reviewed termly. All data is pointing to that it needs to be reviewed

GQ Will the English lead be involved in choosing the writing scheme? Yes – the English team will be involved.

GQ How does this compare with the national picture? We are still below National and North Yorkshire averages.

SS shared the successful outcomes in EYFS where the majority of pupils are expected or above expected. They have strengths in imagination and creativity but struggle with self regulation, staff are working on this.

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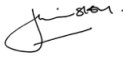


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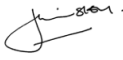
		<p>GQ Regarding the strength in imagination, is this something RMS are doing or the particular cohort? It's the cohort, they are a very dynamic group.</p> <p>FSM - Attainment is where leaders want it to be. Progress is really good and FSM pupils are accessing catch up and keep up and also booster groups.</p> <p>SEN - good across groups.</p> <p>Service Pupils - attainment and progress is strong.</p> <p>EAL - improving picture.</p> <p>GQ How are you affected by service children joining school? We only have small number of service children (3%), some decide to stay in the area. We do not have as much movement as other local schools and we are currently working with Service Children's Champion.</p>
9	Safeguarding	<p>Recommendations from Donna Makepeace visit:-</p> <ul style="list-style-type: none"> • Administrators are making visitors aware of Safeguarding, there is a need to strengthen the guidance on use of mobile phones on site. • E-safety- Donna suggested IT pupil leaders to become more involved so there is more peer involvement <p>A question was raised regarding what would happen should a safeguarding concern be raised about SS, specifically how would the information be stored and passed on. Governors discussed this and it was confirmed that the Chair would contact the Local Authority Designated Officer.</p> <p><u>Filtering and monitoring</u></p>

7OFFICIAL

Signature 
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		<p>Each staff member and pupil have their log ins recorded so SS knows who is using school devices. SS receives details of any breach together with details of the user and can report that in her termly Headteacher report.</p> <p>Two staff breaches have occurred (staff were looking at suicide resources for PHSE) and two for pupils who were looking at inappropriate material. Support was offered to the families and they were asked to bring their devices into school for assistance and guidance.</p> <p>Governors discussed what would happen should the Headteacher receive a Filtering and Monitoring alert about herself. SS will follow this up with IT (AP).</p>
10	Governor Training	<p>Reminder to Governors to undertake any necessary training.</p> <p>The Clerk advised that Governor School Improvement Network takes place on 8th February 6-7.30pm</p>
11	<p>Policies for Approval</p> <p>Assessment Policy</p> <ul style="list-style-type: none"> • Behaviour Policy - HT • EYFS Policy – JS • ECT Policy - JL • Sleep Policy - JS • Exclusions Policy - DB • Remote Education Provision Policy - NS • Self Harm Policy – NH 	<p><u>Assessment Policy</u></p> <p>School policy written in collaboration with SLT and all staff</p> <p>Details intent and implementation and Quality Assurance of assessments.</p> <p>Includes detailed plan of assessment (needs amended plan so it relates to this year)</p> <p><u>Behaviour Policy</u></p> <p>School policy, details behaviour. Purpose of policy is defined and how it is linked to Methodist vision, latest statutory guidance on behaviour from Department for Education (DfE).</p> <p>The above two polices were AGREED, Governors were reminded to click the link to confirm their agreement.</p> <p><u>EYFS</u></p>

8OFFICIAL

Signature 
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<ul style="list-style-type: none"> • Suicidal Ideation Policy - NH 	<p>Details EYFS offer eg positive relationships, safe environment, outlines how learning and development is optimised JS has changed a couple of grammatical errors.</p> <p><u>Sleep Policy</u> Not changed, applies to Silverdale, Ribbledale and Reception. Adheres to limits set by parents. Pupils are checked every ten minutes for breathing and temperature</p> <p><u>ECT Policy</u> LA and DfE statutory requirement. Covers procures for ECT including appropriate body which assessed development of ECT teachers. Paragraph on newly qualified teachers (NQTs) is now irrelevant, because they no longer exist.</p> <p><u>Suicidal Ideation Policy</u> NYC policy School commit to be a suicidal safer school Acknowledges suicide and how RMS can ensure a person centred suicide intervention policy</p> <p>The above four policies were AGREED.</p> <p><u>Exclusions Policy</u> This will be carried forward to the next meeting (AP)</p> <p><u>Remote Education Policy</u> A discussion took place around the wording contained in the policy, `isolate` vs `need to access remote education`. It was felt that the policy still reads as if it applies to Covid arrangements. This will be considered further and carried forward to the next meeting (AP)</p> <p><u>Self Harm Policy</u> NYC policy adopted model. Defines self harm looks at roles, responsibilities, monitoring and training. Para 3 and 6.2 needs referral procedures which SS will add. (AP)</p>
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9OFFICIAL

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		AGREED with adjustment and will be presented again at next meeting.
12	External Reports	<u>SEA Safeguarding Record of Visit</u> This was discussed earlier in the meeting.
	Part C resources	
13	Revised Budget and Financial Updates	The financial picture is more positive than expected outturn, this is due to extra income nursery funded and also WAC? Income. The January staffing structure might see more savings offset against staff absence. GQ Are absences covered by insurance? Not completely, insurance is received from Day 6 so does not cover the total cost.
14	School Fund Update	SS advised that the SBM has been looking into advantages of combining the school fund, there is a financial benefit for audit purposed. Governors will be updated at a future meeting.(AP)
15	Health and Safety Update	A fire safety check took place on 9 th January. Verbal feedback was very positive. There will be a change of egress points away from the building, this will be dependent on using the radios, staff will not need to walk round to the field anymore. Playground inspection took place on 12th January, trip hazards were noted, mainly involving worn away soil. An electrical fault occurred on 8 January, two sockets in two Y5 classes stopped working, this needs further investigation.
	Part D	

15	Confidential item. To deal with any matters agreed for consideration under item 4 above.	This item was discussed and minuted confidentially
16	To deal with any matters agreed for consideration under item 5 above.	There were no other matters for consideration.
17	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"> • Ensuring all policies are up to date and scrutinised carefully for the benefit of the pupils • Scrutinised data to ensure that pupils are working well • CW advised of maypole dancing offer at Richmond Castle - links to community engagement • CW advised of dementia awareness, Dementia Forward are happy to provide a workshop – making pupils aware of health issues • Effectiveness of school building • Safeguarding • Considering Epworth Trust • Making improvements in writing
18	AOB.	The Governor induction letter needs updating, Clerk to look into this.
There being no other business the meeting closed at 19:37		