

Minutes of a virtual meeting of the Full Governing Body of Richmond Methodist Primary School held at the school on Monday the 22nd June 2020 at 5.30pm.		
<p>Present: Jan Linsley (JL) – Chair of Governors, Sharon Stevenson (Headteacher), Nicola Hebb (NH), Nicola Scrafton (NS), Les Cutter (LC), John Armitage (JA), Lucinda Kirk (LK), Rev. Les Nevin, (LN), Julie Swinbank (JS).</p> <p>In attendance: Rev. Kathleen Wood (new Foundation Governor). Pat Gale - (NYCC Clerk to Governors)</p>		
Minute No.		Action
PART A – PROCEDURAL		
GB 37/20	<p><u>Welcome and opening prayer:</u></p> <p>The Chair welcomed everyone to the virtual meeting. The Rev. Les Nevin then gave an opening prayer. Governors were introduced to the new Foundation Governor the Rev.Kathleen Wood.</p>	
GB 38/20	<p><u>Apologies for Absence :</u></p> <p>Apologies had been received and consented to from Stephen Rawson, Scott Woodhead and Kathleen Bradley.</p>	
GB 39/20	<p><u>Declarations of interest:</u></p> <p>None declared.</p>	
GB 40/20	<p><u>Confidentiality:</u></p> <p>None declared.</p>	
GB 41/20	<p><u>Urgent Other Business:</u></p> <p>None declared.</p>	
GB 42/20	<p>To approve as a correct record the minutes of the FGB held on the 18th May 2020:</p> <p>The Minutes were approved as an accurate record, to be signed and dated by the Chair.</p>	Chair
GB 43/20	<p>To consider matters arising from the minutes not covered by the agenda:</p> <p>The Chair raised the issue that the constitution needed to be reviewed in the light of Rebecca Simpsons resignation, and proposed that there should be 3 Foundation Governors, 3 Parent Governors and 3 co-opted Governors, 1 Staff Governor , 1 Headteacher and the LA Governor.</p> <p>Resolved: All Governors agreed to the proposal and changes to the Constitution would be referred to the Methodist Circuit and NYCC for approval.</p>	Chair
GB 44/20	<p>To confirm the date of the next meeting of the Governing Body-Monday 28th September 2020 at 5pm for a 5.30 start depending on whether meeting restrictions had been lifted.</p>	

Sign:

Date:

PART B- HOLDING THE HEADTEACHER TO ACCOUNT

<p>GB 45/20</p>	<p>Verbal Headteachers Update:</p> <p>The Headteacher informed Governors that there had been a strong take up, a third of children, of places since opening to Reception, Year 1 and Year 6, and including 51 key worker children.</p> <ul style="list-style-type: none"> • 60% nursery and reception children • 51% Year 1 children • 80% Year 6 children <p>Parents had been very positive about the return, as had staff, only two staff were shielding, and we have been able to make contact with 100% of vulnerable and LAC..</p> <p>We are very proud about how we have engaged with families and pupils, some children are missing contact, but from the 29th June pupils will start to have F2F with staff and their peers.</p> <p><i>Q: How big a problem regarding engagement?</i></p> <p><i>A: From an academic point of view, the importance has been through social contact with parents, keeping them informed.</i></p> <p><i>Parent Governor Comment:</i></p> <p><i>The school has been so supportive, an outstanding performance compared with feedback from other schools, very commendable.</i></p> <p><i>Q: Are there many pupils that cannot access Teams and on line learning?</i></p> <p><i>A: We have lent out iPads to those who have not got the resource, so they can still benefit from learning.</i></p> <p><i>Q: What are the plans for a return in September for all pupils?</i></p> <p><i>A: Guidance has still to be received from Government, and we do not know whether children will be expected to attend summer schools. Staff are willing to work weekends and summer holidays, but they need a break, as it has been very challenging for them in developing on line support and cover. NYCC are developing summer school schedules, and potentially we could offer six weeks of sports activities through Mike Layfield and three coaches, to provide for 45 pupils to participate. Safeguarding will continue to be a priority, and the caretaker could work five of the weeks and NYCC would provide cover for the remaining two weeks of the break.</i></p> <p><i>Q: The uptake of pupil participation is exceptional, where would the liability lie if a summer school takes place?</i></p> <p><i>A: Mike Layfield would rent the building and therefore take on the liabilities.</i></p> <p><i>Q: What are other schools doing in the area?</i></p> <p><i>A: I know what the LA is planning, but don't know what other schools are planning to do.</i></p> <p><i>Q: Will it be open to the wider community?</i></p> <p><i>A: I think our bubble will just be our pupils. I will keep Governors informed of our summer plans, as they become clearer.</i></p> <p>The Headteacher explained that Darlington College EdTech team was going to carry out a tech audit in support of online learning and IT replacement strategy.</p> <p><i>Q: What will the overall costs be?</i></p> <p><i>A: We don't know as yet, maybe about £11k, but we haven't spent much money on IT so we do need a programme of spend, as a contingency plan if another spike of the virus takes place, to enable better learning experiences and attract new pupils through improved technology.</i></p> <p><i>Q: Is there anything you could do with FORMS money at this time?</i></p> <p><i>A: We could replace Smartboards.</i></p>
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	<p><i>Q: Could a multi purchase, perhaps with other schools be done to make more cost effective?</i> <i>LK commented that she would be happy to work with JS to invest in a future non-profit making partner.</i> Resolved: a) Governors gave their approval to an investment of £6k from the School Fund to IT solutions for pupils.</p> <p>The Headteacher updated Governors on the nursery development, explaining that the NYCC strategic team had capital projects on hold at the moment, so may not receive a grant update until September, the plans were for a 24 place nursery, but realistically looking like 16 children a day, but would still result in £27k profit a year. Resolved: b) Governors supported the continuing development of nursery plans.</p>	<p>All</p> <p>All</p>
<p>GB 46/20</p>	<p>Policy Approvals:</p> <p>Governors had been circulated with outstanding policies from the last meeting, and designated Governors had been asked to comment and recommend for approval. (See attachment 2-and to note a number of policies would be deferred to the September meeting).</p> <p>The following new policies were then considered:</p> <ul style="list-style-type: none"> • School Medical Policy and Procedure- it was explained that it was an annual policy requiring approval and part of induction for all staff. Some issues were raised about the section on administration of medicine, where some contradictions appeared. Action: To review the policy and ensure consistency before implementation. • Policy for Relationships and Sex Education-it was reported that JS and NS had reviewed in the light of national and NYCC guidance, and the national template had been used. <i>Q: How do we inform parents, do we delay until September 2020?</i> <i>A: Perhaps we need to send a letter to parents and explain we will ensure there is age appropriateness.</i> <i>Q:In terms of values, should we also include 'spiritual' to needs and also invite families to evaluate the policy?</i> <i>A: This can be done.</i> <p>Resolved: That the Policy be adopted, subject to consultation with parents.</p>	<p>Attach. 2</p> <p>HT</p> <p>All</p>
<p>GB 47/20</p>	<p>Update on Federation Discussions:</p> <p>The Chair explained that in principle it would have been helpful to support the Federation, but timing and the urgency of making appointments meant that it had not been practicable. Governors felt that there were possible future opportunities for collaboration or federating with other schools, and it should still be on the agenda.</p>	<p>All</p>
<p>GB 48/20</p>	<p>Farewell and thankyou to Rev.Les Nevin:</p> <p>The Chair informed Governors that this was the last meeting that Les would attend in his capacity of Methodist Foundation Governor, as he would be retiring in September. On behalf of all Governors she gave every best wish for the future, he had been a stalwart and very effective Governor, and a calm and thoughtful</p>	<p>All</p>

	<p>contributor to the school in role of chaplain and leader of collective worship for the school. Rev.Les said it had been an honour to be involved with the school, and was pleased that Rev.Kathleen Wood would be taking on the role in the future. The Chair said it would have been good to have said farewell in person and maybe it would be possible in the future.</p>	
GB 49/20	<p>To receive a staffing update: This would be considered as confidential, so JS, the Staff Governor was asked to leave the meeting at this point. See Confidential minute GB 50/20.</p>	
PART D- OTHER BUSINESS		
	<p><u>To confirm the date of the next FGB meeting:</u> Monday 28th September 2020 at 5.30 pm.(networking from 5pm) Please send apologies to the Clerk Pat Gale: Pat.gale@northyorks.gov.uk; or 07793 846 441</p>	All
<p>No further business was declared so the Chair thanked Governors for their input and closed the meeting at 7.25pm.</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>		