

**Annual Governance Statement
for the Governing Body of Richmond Methodist School
Academic Year 2020-2021**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Richmond Methodist School Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Headteacher to account for the educational performance of the school and its pupils
3. Overseeing the financial performance of the school and making sure its money is well spent

Governance arrangements

The Full Governing Body of Richmond Methodist School is made up of 12 governors as follows –

- (a) 3 parent governors (two vacancies)
- (b) 1 Local Authority governor (one vacancy)
- (c) 1 staff governor
- (d) 1 Headteacher (ex-officio)
- (d) 3 foundation governors (1 ex-officio)
- (e) 3 co-opted governors

Attendance record of governors

The Full Governing Body met on six occasions during the school year, the minutes of these meetings are available on the school website. These meetings were held on-line.

In 2021-2022, we will meet on 20th September 2021, 15th November 2021, 17th January 2022, 7th March 2022, 9th May 2022 and 20th June 2022

The names of the members of the Governing Body are provided later in this document, as well as a record of their attendance at meetings of the Full Governing Body during the academic year 2020-2021. Their terms of office expiry dates are also provided later in the document.

A review of 2020-2021

Members of the Governing Body have continued to work hard to understand all aspects of their role this year and contribute fully to the work of the school. Again, as we have been dealing with the Covid-19 pandemic, we have continued to focus on safeguarding, the engagement of pupils in on-line learning and the support for vulnerable children.

Governors have attended the following training –
JL Safeguarding Children Basic Awareness (NYCSB) 29/10/2020
NH Safeguarding Training for Governors (NYES) 06/07/2021
KW Prevent online training course - 07/10/20
KW Safeguarding Children - Basic Awareness - 07/10/20
KB HTPM Training - 08/10/20

During the academic year 2020-21, the Governing Body has held the headteacher to account for the educational performance of the school and the pupils through discussions on

- Arrangements for the return to school in September
- Amendments to school curriculum and timetable to take account of mental health and well-being, Outdoor Learning and the use of the Daily Mile Track.
- Identifying educational gaps after January – March lockdown and planning for Covid catch-up
- Identifying priorities for School Improvement Plan
- Leading the Headteacher's Performance Management
- Supporting the appointments of a Deputy Headteacher, a teacher and teaching assistants.

During the academic year 2020-21, the Governing Body has overseen the financial performance of the school and made sure its money is well spent. The Governing Body has

- Approved the budget for the year ahead
- Supported the expanded nursery provision for 3 year olds
- Invested in full membership of MASS to improve the premises...
- Contributed to the appointments of new members of staff, including the new Deputy Headteacher.
- Approving the audit of the school fund account
- Undertaken a virtual tour of the school to view improvements to the buildings
- Approved finance for the Daily Mile Track
- Supported the plans for the further expansion of Nursery provision
- Approved finance for CCTV
- Improved financial position of school
- Agreed school budget
- Approved additional IT spending for remote learning

During the academic year 2020-21, the Governing Body has contributed to the vision, ethos and strategic direction of the school by -

- Embedding Pivotal behaviour training
- Contributing to the training offered by the Methodist Academies and Schools Trust
- Approving the policies listed below

Approving Covid Risk Assessments
 Monitoring Health and Safety
 Supported the developing Nursery provision
 Improved safeguarding by completing a check of the Single Central Register and attending safeguarding training

We follow North Yorkshire County Council’s advice on school policies and choose to adopt the County’s policies. We have also adopted a number of Veritau policies. This year we have reviewed and adopted the following policies –

According to last year’s meetings schedule –

Parents and Pupils Privacy Notice, Volunteers Privacy Notice, Recruitment Privacy Notice, Information Policy, Info Security Policy, Info Security Incidents Reporting, Info Governance Framework, Website Privacy Notice, Publication Scheme, Annual Statement of Governance, Instrument of Governance, Delegation of budget to the headteacher, KCSIE (2020), Attendance Management, Budget Management, Complaints Procedure, Health and Safety, Pay, Recruitment and Selection, Child Protection / Safeguarding policies, Curriculum Implementation, SEND, Assessment, Marking and Feedback, SFVS, Lettings / Charging, WAC costs, School meals costs, Learning Walks / Governor Monitoring Policy, Medical / admin of medicine, GDPR related policies, Appraisal, RRR, Resolving Issues at Work, Whistleblowing, Code of Conduct, Employees Privacy Notice, COVID19 Privacy notice, Records Management Policy, Complaints Privacy Notice, Home Working Policy.

These are referenced in the minutes of the Full Governing Body meetings, many statutory policies are published on the school’s website.

In addition, the following **confidential** discussions took place as follows –

Minute	Date	Focus	Decision
GB 31/21	22-03-21	Staffing of the Senior Leadership Team	Appointment of a DHT to replace two AHTs (whose term of office had come to a close 08/21)

Approved minutes of the Full Governing Body meetings are available on the school’s website <http://www.richmondmethodist.n-yorks.sch.uk/>

How to contact the governing body

Information about the school’s governing body is available on the governors’ page of the school’s website.

To contact the Chair of Governors please email cofg@richmondmethodist.n-yorks.sch.uk

**Attendance Record for Richmond Methodist Primary School Governors:
2020-2021 academic year.**

The Full Governing Body met on 28th September 2020, 23rd November 2020, 25th January 2021, 22nd March 2021, 24th May 2021 and 12th July 2021

Name of Governor	Category	Responsibility	Attendance	Term of office ends	Register of business interests
Jan Linsley	Co-opted	Chair	6/6 meetings	29/05/2023	Jan Linsley Education Consultancy Ltd. Governor Alwoodley Primary School, Leeds (Until May 2021). Chair, LGB, Hawes Primary School. Chair, LGB, Northallerton School and Sixth Form College.
Nicola Hebb	Parent	Co-Vice Chair	4/6 meetings	25/09/2020 (Nominated as Associate Governor until 24/09/21)	None
Lucinda Kirk	Parent		1/6 meetings	Term of office ended 16/02/2021	None
Rev.Kathleen Wood	Foundation (ex officio)		5/5 meetings	Ex-officio, appointed September 2020	None
Nicola Scrafton	Foundation	Co-Vice-Chair	6/6 meetings	24/09/2024	None

Kathleen Bradley	Co-opted		5/6 meetings	18/05/2023	Directorships with Altberg Ltd and Altberg Holdings Ltd.
Sharon Stevenson	Headteacher		6/6 meetings	N/A	
Julie Swinbank	Staff		6/6 meetings	30/10/2024	None
Scott Woodhead	Co-opted Governor		5/6 meetings	01/03/24	
John Armitage	Parent Governor		5/6 meetings	05/12/2023	
Les Cutter	Foundation Governor		2/2 meetings	Resigned 25/01/21	