

**Annual Governance Statement  
for the Governing Body of Richmond Methodist School  
Academic Year 2018-2019**

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 was reconstituted in May 2017 and is now made up of 13 governors as follows –

- (a) 4 parent governors (of which there is 1 current vacancy)
- (b) 1 Local Authority governor
- (c) 1 staff governor
- (d) 1 Headteacher (ex-officio)
- (d) 3 foundation governors (1 ex-officio)
- (e) 3 co-opted governors (of which there is 1 current vacancy)

**Attendance record of governors**

The Full Governing Body met on nine occasions during the school year, the minutes of these meetings are available on the school website.

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 2018-2019. Their terms of office expiry dates are also provided later in the document.

## **A review of 2018-2019**

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.

During the academic year 2018-19, the Governing Body has held the headteacher to account for the educational performance of the school and the pupils through regular and detailed analysis of pupil data. The governors now understand more about the progress of vulnerable groups of children and what is being done to help these children make further progress. We have -

- Consolidated outcomes for children in EYFS
- Improved outcomes in mathematics
- Worked very hard to ensure that pupil data was clearly reported to, and understood by, governors.

During the academic year 2018-19, the Governing Body has overseen the financial performance of the school and made sure its money is well spent. We have –

- Reviewed the staffing arrangements for the school
- Approved the budget for the year ahead
- Contributed to the appointments of new staff and led the appointment of our headteacher

During the academic year 2018-19, the Governing Body has contributed to the vision, ethos and strategic direction of the school by -

- Managing the succession of the school's leadership team and appointing Mrs Sharon Stevenson as substantive headteacher.
- Consulted with the community on opening a nursery for 3 year old children.

We follow North Yorkshire County Council's advice on Policies and usually choose to adopt the County's policies. This year we have reviewed and adopted the following policies –

- Assessment and Marking Policy
- Attendance Management Policy
- Budget Management Policy
- Charging and Remissions Policy / Lettings Policy
- Child Protection Policy
- Developing Performance Policy
- FOI Publication Scheme
- Information, Security and Incident Policy

- Information Policy
- Health & Safety Policy and Statement
- Maternity, Adoption and Shared parental leave Policy Policy
- NYCC Pay Policy
- Recruitment and Selection Policy
- Special Educational Needs 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
SP 01/18 – SP 09/18	4 <sup>th</sup> June 2018	Succession Planning	To agree the process for the appointment of an Interim Headteacher
GB 110/18	15 <sup>th</sup> October 2018	Collaboration with Arkengarthdale	To end the collaboration from the end of the academic year 2018- 2019
GB 111/18	15 <sup>th</sup> October 2018	Succession Planning	To consider academisation or federation.
GB 111/18	15 <sup>th</sup> October 2018	Succession Planning	To agree the Job description and person specification for the Headteacher post.
GB 130/18	26 <sup>th</sup> November 2018	Staff absence	To agree membership of absence panel if required.
GB 131 / 18	26 <sup>th</sup> November 2018	Performance Related Pay	To accept the recommendations of the pay committee.
GB 35/19	11 <sup>th</sup> February 2019	Staffing	To agree headteacher's re- structuring proposal
GB 36/19	11 <sup>th</sup> February 2019	Succession Planning	To agree the arrangement for the Headteacher interviews
SP 01/19	19 <sup>th</sup> February 2019	Succession Planning	To ratify the decision of the selection panel regarding the headteacher appointment
GB 53/19	25 <sup>th</sup> March 2019	Budget	To consider options to balance the budget
GB 54/19	25 <sup>th</sup> March 2019	Staffing	To respond to staff letters and arrange meeting of governors and staff.

GB 73/19	20 <sup>th</sup> May 2019	Restructure	To agree the timeline, membership of selection committee and appeals committees for the staffing re-structure.
GB 89/19	17 <sup>th</sup> June 2019	Staffing	To receive staffing update.
GB 90/19	17 <sup>th</sup> June 2019	Nursery consultation	To agree timeline and process for consultation.
GB 91/19	17 <sup>th</sup> June 2019	Staffing	To agree dates for the appeals committee for the staffing restructure.
	8 <sup>th</sup> July 2019	Staffing	To agree to support a request to working practices of a member of staff.

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

**Strategic Planning for the future - Priorities for 2018-2019:**

During the academic year 2019-2020, the Governing Body will continue to

1. Ensure clarity of vision, ethos and strategic direction to continually improve towards excellence.
2. Hold the headteacher to account for the educational performance of the school and its pupils through regular and detailed analysis of pupil data; monitoring the progress of the School Development Plan; and making visits to the school.
3. Oversee the financial performance of the school and making sure its money is well spent on priorities identified in the School Development Plan.

Following a review of governance, the Governing Body has agreed to maintaining a strategic focus on the areas listed above. We will do this by meeting six times a year.

**How to contact your 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](mailto:cofg@richmondmethodist.n-yorks.sch.uk)

**Attendance Record for Richmond Methodist Primary School Governors:  
2017-2018 academic year.**

**The Full Governing Body met on 2<sup>nd</sup> October 2017,  
4<sup>th</sup> December 2017, 29<sup>th</sup> January 2018, 19<sup>th</sup> March 2018, 14<sup>th</sup> May 2018 and 18<sup>th</sup> June 2018.**

**Extraordinary Succession Planning meetings held on the 4<sup>th</sup> June and 2<sup>nd</sup> July 2018.**

<b>Name of Governor</b>	<b>Category</b>	<b>Responsibility</b>	<b>Attendance</b>	<b>Term of office ends</b>	<b>Register of business interests</b>
Jan Linsley	Co-opted	Chair Co-link Governor safeguarding	100%	31/05/2019	
Eithne Longstaff	Parent	Pupil Premium Link Governor	100%	25/09/2020	

Nicola Hebb	Parent	Co Link-Governor-safeguarding. Joint Collaboration Committee member.	83.5%	25/09/2020	
Rebecca Simpson	Parent	Learning Walks and SEND Link Governor	83.5%	16/03/2020	
Kim Nicholson	Parent		100%	Resigned 28/11/17	
Lucinda Kirk	Parent		83.5%	16/02/2021	
Tom Lascelles	Foundation	Member of Joint Collaboration Committee	100%	31/08/2020 Resigned 4/12/17	
Rev.Les Nevin	Foundation (ex officio)	Member of Joint Collaboration Committee	50%	21/11/2017 Absence due to illness.	
Brian Park	Foundation	Finance Link Governor	83.5%	29/11/2019	
Nicola Scrafton	Foundation	Co-Vice Chair from 13/02/17 Sex and Relationships Education Link Governor	83.5%	25/09/2020 Nominated Foundation Governor 4/12/17	
Peter Cooke	Co-opted	Chair of Joint Collaboration Committee	67%	18/01/2020 Resigned 31/08/18	
Helen Ring	Headteacher		100%	N/A	
Julie Swinbank	Staff		83.5%	30/10/2020	
Stephen Rawson	Local Authority	Co-Vice Chair from 13/02/17 Health and Safety Link Governor	83.5%	16/10/2020	

**NB** Governors are required to provide details of business and personal interests. These can be obtained on application to the Clerk to the Governing Body by email [pat.gale@northyorks.gov.uk](mailto:pat.gale@northyorks.gov.uk)