

**Minutes of a meeting of the Full Governing Board (FGB) of  
Richmond Methodist Primary School  
held at the school on Monday 17<sup>th</sup> June 2019 at 5.30pm**

**Present:**

Jan Linsley – Chair of Governors ,Susan Gardner– Executive Headteacher (EHT), Brian Park (BP), Stephen Rawson (SR), Nicola Scrafton (NS\*), Nicola Hebb (NH), Lucinda Kirk (LK), Julie Swinbank (JS).  
To note:\* NS left the meeting at 6.25pm for another appointment.

**In attendance:**

Sharon Stevenson (Headteacher Designate)  
Pat Gale (NYCC Clerk to Governors)

| Minute No.                 | Action   |
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| <b>PART A – PROCEDURAL</b> |  |
| <b>GB 74/19</b>            | <p><b><u>Welcome</u></b></p> <p>The Chair welcomed everyone to the meeting and explained that the sequence of the agenda would change as follows:</p> <ul style="list-style-type: none"> <li>• Confidential item on Staffing (item 14) would take place at the start of the meeting, SR was asked to join the meeting at 17.45, as there could be a potential conflict of interest. (See Confidential Minute GB 79/19)</li> <li>• Approval of the Medical Policy (item13) led by NS, as she had another appointment to attend.</li> <li>• Item 11-Presentation on Spring 2019 data with SLT present.</li> </ul> <p>Followed by Part A of the agenda.</p> |
| <b>GB 75/19</b>            | <p><b><u>Apologies for Absence :</u></b></p> <p>Apologies had been received and consented to from Rev Les Nevin, Kathleen Bradley and Rebecca Simpson.<br/>Nicola Scrafton attended the meeting from 5.30pm to 6.25pm.</p>   |
| <b>GB 76/19</b>            | <p><b><u>Declarations of business and personal interests, pecuniary or non-pecuniary:</u></b></p> <p>None declared.</p>  |
| <b>GB 77/19</b>            | <p><b><u>Confidentiality issues:</u></b></p> <p>Confidential Minute GB 73/19 was considered at the end of the meeting.<br/>Also see confidential minutes GB 89/19,GB 90/19 and GB 91/19</p>  |
| <b>GB 78/19</b>            | <p><b><u>Notification of urgent other business:</u></b></p> <p>The EHT wished to raise two items under other business. These were taken at this point of the meeting.</p> <p><b>a)Update on the Playground-</b></p> <p>The EHT was delighted to report that a bid for the Sugar Tax grant had been successful, a total of £29,284 which would be used to complete the playground improvements. Governors congratulated Claire and Julie on their hard work and success. FORMS had also agreed to contribute some funding so the intention is that the work can be completed over the summer.</p>   |

Sign:

Date:

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|                        | <p>The HT asked Governors if they needed to go out to tender for the second phase of the work; after some discussion it was agreed that the financial regulations and procurement process needed to be adhered to and three quotes were required.</p> <p><b>Action</b><br/> <b>That three quotes for the tender would be required for the completion of the playground works.</b></p> <p><b>b) Increase in school meal prices-</b> the HT explained that the proposal to increase school meals from £2.40 to £2.50 from September had not been clearly agreed by Governors at the last meeting, therefore a decision was required this evening, before parents could be informed.</p> <p><i>Q: What are other schools charging?</i><br/> <i>A: Unsure, but at least £2.50 and some charge more.</i></p> <p><b>Resolved</b><br/> <b>That the price of school meals be increased from £2.40 to £2.50 from September 2019 and reviewed on a regular basis.</b></p>   | <p><b>SBM</b></p> <p><b>All</b></p> |
| <p><b>GB 79/19</b></p> | <p><b><u>To approve as a correct record the minutes of the FGB meeting held on the 20<sup>th</sup> May 2019:</u></b></p> <p>Governors had been circulated with the minutes and all agreed that they should be approved.</p> <p><b>Resolved:</b><br/> <b>The minutes of the FGB held on the 20<sup>th</sup> May 2019 be approved, signed and dated by the Chair.</b></p>   | <p><b>All</b></p>                   |
| <p><b>GB 80/19</b></p> | <p><b><u>Matters Arising from the minutes:</u></b></p> <p>GB 70/19-LK confirmed that she would be undertaking a Pupil Premium Learning Walk before the end of term.<br/>         GB 65/19- see Confidential Minute GB 90/19.</p>  |                                     |
| <p><b>GB 81/19</b></p> | <p><b><u>Governance Update:</u></b></p> <p>The Chair reminded Governors that there were two vacancies, for a Parent and a Co-opted Governor.<br/>         The HT reported that the Parent Governor vacancy would be advertised in the autumn, so parents of new children could be involved if they wished. However the vacancy would be promoted through the newsletter, parents' evenings and website now, to give potential candidates time to think whether they wished to apply in the future.</p> <p>Brian Park then explained that this would be his last meeting as he and his wife were leaving the area, as she was taking on a new Methodist circuit in North Wales. The Chair thanked Brian for his commitment to the school and wished him well in the future. A new Foundation Governor, Les Cutter will take the place of BP from September 2019. Brian thanked Governors for their support, and specifically wished to thank KB for her hard work in supporting him on the restructuring process.</p> <p><b>Actions:</b><br/> <b>1. Elections for a Parent Governor would take place in the autumn term.</b><br/> <b>2. The Chair and Clerk to make contact with the new Foundation Governor when appropriate.</b></p> | <p><b>HT Chair/ Clerk</b></p>       |

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| <p><b>GB<br/>82/19</b></p>                               | <p><b><u>To confirm the date of the next FGB meeting:</u></b></p> <p>The date of the next meeting is <b>Monday 8<sup>th</sup> July 2019 at 5.30 pm (Focus on Strategic Direction)</b> which will take a workshop approach and staff will be invited to join if they wished to be part of the re-visioning activities, to be led by Sharon Stevenson.</p> <p><b>Action:</b><br/> <b>JS and the EHT to invite staff, including new staff to the workshop.</b><br/>         The workshop part of the meeting would finish at 6.15pm, followed by procedural matters for Governors only.<br/>         A schedule of dates for 2019/20 meetings was also circulated for information and key topics were identified for each of the dates (See Attach.1).</p>  |  |
| <p><b>PART B- STRATEGIC DIRECTION</b></p>                |  |  |
| <p><b>PART C- HOLDING THE HEADTEACHER TO ACCOUNT</b></p> |  |  |
| <p><b>GB<br/>83/19</b></p>                               | <p><b><u>To receive an analysis of Spring 2019 data:</u></b></p> <p>This item was taken at 5.45pm after the confidential update on staffing. SR and JS joined at this point. The presentation, which had been circulated prior to the meeting was led by the EHT and members of the SLT, Julie Swinbank, Hannah Burrell and Susan Welch. It was agreed to report by exception on the data, highlighting the areas to celebrate and to note those areas causing concern.</p> <ul style="list-style-type: none"> <li>• EYFS-Pupil Premium children are making more progress in reading and number compared to non –pupil premium children. Extra support is being given to writing and space, shape and measure and it is an improving picture. At the end of May the work was moderated by the adviser, who commented on the strength of the staff team and how well the staff knew the children.</li> <li>• EYFS predictions for 2019-71.7% of children are expected to achieve a Good Level of Development (GLD), which was last year’s County and National target. However, it is below last year’s results of 83.3%, as there are 4 children in this cohort with significant complex needs. The results will be submitted to NYCC at the end of the week.<br/> <i>Q: Do we have any indication of county and national statistics yet?</i><br/> <i>A: No, we will not know until September, after all results have been submitted.</i></li> <li>• Year 1 Phonics screening-progress and attainment is an improving picture, and something to celebrate. We are predicting that 82.92% may reach the threshold, which is in line with the national standard of last year.<br/> <i>Q: How has this success been achieved, and will all children reach the target?</i><br/> <i>A: A shared accountability amongst the very strong staff team and the impact of the changes to Phonics teaching, timetabling and tracking is evidenced by the improvement in this percentage of children predicted to meet the threshold. Only 5 out of 41 pupils haven’t reached target.</i></li> <li>• KS1-Year 2 results-is also showing an improving picture, we will be moderated by NYCC on Friday, but the % of children achieving GDS at KS1 will be an improvement on the 2018 results, particularly in relation to maths.</li> <li>• Year 1 to Year 6-reading and writing attainment is showing as an improving picture across the three terms.</li> </ul> |  |

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|                            | <p><i>Q: What is the main reason for this improvement, particularly in writing?</i><br/> <i>A: More consistent staffing and the effective use of book dip-ins has helped, particularly in Years 4 to 6.</i></p> <ul style="list-style-type: none"> <li>• Year 1 to 6-Maths attainment- is generally an improving picture, and this illustrates the positive impact of the changes we have made to Maths teaching, timetabling and planning. Pupil Premium children are doing well, they have become much more confident learners.</li> <li>• Year 1 to 6 Progress-Reading and Writing-progress in Reading across school is showing a stronger picture, and progress in writing is either 'above expected' or 'well above expected' for all year groups apart from Year 3.<br/> <i>Q: What is the reason for the exception of Year 3?</i><br/> <i>A: Staff disruption, support and transition has continued to impact on Year 3 progress this year, but we are giving Year 3 pupils more opportunities to write to address this situation.</i></li> <li>• Year 6 Maths-shows a positive picture and much stronger than last year. We think the pupils were as well prepared as they could be for the exams, and we also provided them with emotional mindfulness support before each exam.</li> <li>• Middle Prior Attainers in Year 6-Progress-this is our vulnerable group that school have been tracking carefully since Year 3 when some children were identified to make accelerated progress in order to meet the EXS.Closing the Gap time is focusing on writing and provision is in place for Maths support.</li> <li>• KS2 Predictions-Practice SATS papers were started much earlier this year, weekly arithmetic tests evidence improving scores.<br/> <i>Q: What interventions have you put in place to improve Maths?</i><br/> <i>A: A range of approaches including Musical Maths, additional sessions and booster groups, all impacting positively on KS2 outcomes in Maths.</i></li> </ul> <p><i>Q: What is the story behind lower school predictions for combined Reading, Writing, and Maths (RWM) than separate results?</i><br/> <i>A: It reflects pupil strengths in reading and writing but perhaps not in maths and vice versa.</i></p> <ul style="list-style-type: none"> <li>• Year 1-6 SEN Progress-Maths-all year groups are making at least 'expected progress', and children in Years 3 and 4 made accelerated progress in the spring term, showing a much improved picture compared with last year.</li> </ul> <p>The Chair asked if Governors found the reporting style helpful, and all agreed that the format was easier to understand when reported in a similar way. LK suggested it might be useful to have a summary of the strengths and areas for development at the beginning of the report and then substantiated by more detailed data reports behind that. It was agreed that could be something to be considered next year, when the emphasis from the Ofsted perspective would not be so focused on internal data.</p> <p>The Chair thanked the EHT and SLT for a very useful update. She thanked HB for her strong contribution to the school and all Governors wished HB well in her promotion to AHT at another school from September.</p> <p>SLT staff and NS left the meeting at 6.25pm.</p> |  |
| <p><b>GB<br/>84/19</b></p> | <p><b><u>The RMS Curriculum Intent:</u></b></p> <p>Governors had received a copy of the paper prior to the meeting. The HT introduced it explaining that it was the output of a whole school discussion, including support staff, teaching assistants and teachers; and it would be good to make reference to it at the strategic visioning workshop on the 8<sup>th</sup> July.</p>  |  |

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|                            | <p><i>Q: Could we share with parents as well?</i><br/> <i>A: Yes, although it is only a starting point and we may wish to add more to it in the future.</i></p> <p>There was some discussion about whether more should be overtly mentioned about LGBT and diversity and a wider world view to compensate for living in a very rural and mainly white area. Consideration was given to the term 'age appropriate', and whose definition was that?</p> <p>Staff felt that these issues were covered by the PSCHE curriculum and the new Relationships and Sex Policy, which the school was to become an early adopter of next year, with advice from NYCC. BP mentioned that the Methodist Church was holding a debate and consultation on these issues such as gender neutrality and marriage in July and the outcomes could influence the content of the 'Curriculum intent' emphasising the Methodist inclusive approach of 'for all'.</p> <p>Governors felt it was a very good starting point, especially as all staff had contributed to the process and output.</p>   |   |
| <p><b>GB<br/>85/19</b></p> | <p><b><u>Update on Safeguarding:</u></b></p> <p>Nothing to report.</p>   |   |
| <p><b>GB<br/>86/19</b></p> | <p><b><u>To approve the School Medical Policy:</u></b></p> <p>This item was taken at the start of the meeting as NS the policy guardian had to leave the meeting early. The NYCC recommended policy was approved in principle subject to a number of minor amendments identified by NS.</p> <ul style="list-style-type: none"> <li>• Emergencies-needed to customise to the school-e.g. additional phones in the outside classrooms.</li> <li>• Replace casualty with Accident and Emergency Dept.</li> <li>• First Aiders-remove deletion /edit relating to PE teachers.</li> <li>• Delete named person as it is the responsibility of the Headteacher.</li> <li>• Whole school staff awareness training-information about specific conditions needs listing.</li> <li>• School Defibrillator-needs location including as it is applicable.</li> <li>• Review Date to be changed to-17-06-2019</li> </ul> <p><b>Action:</b><br/> <b>Amendments to be completed.</b></p> <p><b>Resolved:</b><br/> <b>The School Medical Policy be approved and adopted subject to the changes requested and reviewed annually.</b></p> | <p><b>SBM/<br/>EHT<br/><br/>All</b></p> |
| <p><b>GB<br/>87/19</b></p> | <p><b><u>To receive an update on staffing:</u></b></p> <p>This item is reported under Confidential minutes GB 89/19 and GB 91/19.<br/>         To note: JS left the meeting at 19.10 as a further item relating to staffing was discussed.</p>   |   |
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| <b>PART E – OTHER BUSINESS</b>   |   |
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| <b>GB<br/>88/19</b>  | <b><u>Other Business:</u></b><br><br>This was covered under GB 79/18<br><br>Confidential minute GB 73/19 was considered for approval at the end of the meeting. |
| <b>After confidential items covered in Part E of the meeting the Chair thanked Governors for their commitment and support and closed the meeting at 7.30 pm.</b><br><br><b>The date of the next FGB meeting will be held on Monday the 8<sup>th</sup> July 2019 at 5pm for a 5.30pm start.</b><br><br><b>Please send apologies to the Clerk Pat Gale:</b><br><b><a href="mailto:Pat.gale@northyorks.gov.uk">Pat.gale@northyorks.gov.uk</a>;</b><br><br><b>Or 07793 846 441</b> |   |
| Please note: The colour coding above links to the three key roles of governance questioning;<br><b>RED</b> for 'setting strategic direction',<br><b>BLUE</b> for 'holding Headteacher to account for educational performance'<br><b>GREEN</b> for 'ensuring financial health, probity and value for money'.  |   |