

**Minutes of a meeting of the Full Governing Board (FGB) of
Richmond Methodist Primary School
held at the school on Monday 25th March 2019 at 5.30pm**

Present:

Jan Linsley – Chair of Governors ,Susan Gardner– Executive Headteacher (EHT), Brian Park (BP), Julie Swinbank (JS)*, Stephen Rawson(SR), Nicola Scrafton (NS), Nicola Hebb (NH), Rebecca Simpson.(RS)

*JS joined the meeting at 7.20 pm.

In attendance:

Claire Pollard (SBM)-left the meeting at 7.15pm

Katrina Coxon (NYCC Finance Officer)-left the meeting at 7.15pm.

Pat Gale (NYCC Clerk to Governors)

Minute No.		Action
PART A – PROCEDURAL		
GB 37/19	<u>Welcome and Opening Prayer:</u> The Chair invited Brian Park to give an opening prayer.	
GB 38/19	<u>Apologies for Absence :</u> Apologies had been received and consented to from Rev Les Nevin and Kathleen Bradley.	
GB 39/19	<u>Declarations of business and personal interests, pecuniary or non-pecuniary:</u> None declared.	
GB 40/19	<u>Confidentiality issues:</u> Confidential Minutes GB 35/19 and GB 36/19 would be considered at the end of the meeting, time permitting. Items 13, 16 and 17 may be regarded as confidential in parts.(GB 53/19 and GB 54/19)	
GB 41/19	<u>Notification of urgent other business</u> The Staff Governor, JS, had requested an item on the ‘Staff Voice’ under AOB. To note Part D, items 13 and 14 would be taken first.(minutes GB 42/19 and GB 43/19.)	
<u>Procedural Issues resumed at 7.20pm.</u>		
GB 45/19	<u>To approve as a correct record the minutes of the FGB meeting held on the 12th February 2019:</u> Governors had been circulated with the minutes and all agreed that subject to the inclusion of Brian Park in the attendees, they should be approved. Resolved:	All

Sign:

Date:

	The minutes of the FGB held on the 12th February 2019 be approved, signed and dated by the Chair.	
GB 46/19	<p><u>Matters Arising from the minutes:</u></p> <p>There were no matters arising that had not been included on the agenda. The Summary of Actions was considered and all actions were underway or had been completed.</p>	
GB 47/19	<p><u>Governance Update:</u></p> <p>The Chair reported that she had received an application from a potential co-opted Governor; the applicants' skills audit and personal statement had been circulated to Governors for their consideration. The Chair reminded Governors that the last FGB skills audit had identified the need to co-opt someone with a legal and financial/commercial background to complement the current skills base, in supporting and advising the school during the challenging times ahead. After some discussion, Governors agreed that the candidates skills, although strong in terms of understanding schools, education and pupils, did not bring the external business or community experience that had been identified as a gap to the GB.</p> <p>Action : The Chair would, with regret, thank the applicant for their interest in the school and GB, but explain the skills gap had not been met on this occasion.</p>	Chair
GB 48/19	<p><u>To confirm the date of the next FGB meeting:</u></p> <p>The date of the next meeting is Monday 20th May 2019 at 5.30pm.</p> <p>(To note: networking and refreshments from 5pm) The focus of the meeting: Resources and Finance, and approval of Personnel related policies.</p>	
PART D- RESOURCES		
GB 42/19	<p><u>To receive a budget update:</u></p> <p>The Chair welcomed the SBM and Katrina Coxon ,the newly appointed NYCC Finance Officer to the meeting, introductions were made and the Chair then invited them to talk through the previously circulated finance reports. (It was noted that some aspects of the discussion could be sensitive and should be regarded as confidential). The SBM talked through the Monitoring Report for February 2019 which showed a an outturn budget of £39,407,an increase of £14k on the previous report, this was due to the recent DfE capital grant allocated to all schools. The SBM explained that due to the financial issues, the capital had been converted to revenue, she also explained that further savings could possibly be made by the end of the financial year.</p> <p>KC then introduced the draft revenue financial forecast for the Start Budget for the years until 2023/24,she reported that the deficit of £420k by 2023/24,could not be allowed by NYCC, and savings and debt recovery would be needed.</p> <p><i>Q: In the past we have always assumed the third year forecast is very much a worst case scenario, and our forecast has been accepted by County, as we know there are so many variables to consider, such as pupil numbers and changes in government policy, so what has changed now?</i></p>	

Sign:

Date:

	<p><i>A: The forecast is showing a deficit each year, and as is the case with most schools in the County, if not nationally, the situation needs to be contained and managed now.</i></p> <p>The SBM explained that she, Brian, Eithne and the EHT had met to discuss recommendations to the FGB, on potential ways to make savings or increase income.</p> <p>The following discussions to identify potential solutions and debt recovery are Reported in confidential minute GB 53/19.</p>	
GB 43/19	<p><u>To approve the Staff Absence Scheme:</u></p> <p>The SBM explained that she recommended a change to the staff absence insurance scheme, moving from the current cover from Day 11 to Day 6, in order to manage staff cover costs more effectively, given the budget constraints.</p> <p><i>Q: What is the difference in costs as a result of this recommendation?</i></p> <p><i>A: If we stayed at Day 11 like last year it would cost £13k, if Day 6, then it increases to £14,850, but I think it is better value for money overall.</i></p> <p>Resolved: Governors agreed to the change and approved the Staff Absence Scheme for 2020/21.</p> <p>The Chair thanked both the SBM and KC for their hard work in support of the school and both left the meeting at 7.15pm.</p> <p>JS joined the meeting at 7.20pm.</p>	
GB 44/19	<p><u>To approve the personnel related policies:</u></p> <p>Due to time constraints, the Chair requested that the policies be reviewed at the next meeting to do justice to their importance.</p> <p>BP noted that the Pay Policy would need some changes, as the GB no longer had a Finance Committee.</p> <p>Actions:</p> <p>a) All Policies would be deferred to the 20th May 2019 meeting.</p> <p>b) BP would make changes to the Pay Policy and send to JW.</p>	
	To Note Staffing Update taken under Other Business.	
PART B- STRATEGIC DIRECTION		
PART C- HOLDING THE HEADTEACHER TO ACCOUNT		
GB 49/19	<p><u>To receive and approve the Complaints Policy:</u></p> <p>Due to time constraints and the importance of this policy, the item was deferred until May 2019.</p> <p>Action: The Complaints Policy would be considered at the May 2019 meeting.</p>	All

<p>GB 50/19</p>	<p><u>To approve the Safeguarding Audit:</u></p> <p>The safeguarding Audit had been completed and circulated to Governors for their consideration.</p> <p>Resolved: Governors agreed to ratify the audit for submission to NYCC by the 29th March 2019.</p>	<p>All</p>
<p>GB 51/19</p>	<p><u>To approve the Learning Walks Procedure:</u></p> <p>Action: The Learning Walks Procedure would be considered at the May 2019 meeting.</p>	<p>All</p>
<p>PART E – OTHER BUSINESS</p>		
<p>GB 52/19</p>	<p><u>‘The Staff Voice’:</u></p> <p>The Staff Governor, Julie Swinbank explained that she had been approached by a number of staff raising their concerns about the recent recruitment process for a HT. Staff had requested that their feedback be shared with Governors.</p> <p>Governors were disappointed by this response, particularly as the whole process had been commissioned from the HR specialist HT recruitment team in NYCC, in ensuring all procedures were followed appropriately, particularly as an internal candidate was involved. A discussion followed which concluded that Governors would like to meet with staff to respond to the feedback. (See confidential minute GB 54/19)</p> <p>Actions:</p> <p>a) The Chair would write to all staff to thank them for sharing their feedback and to offer them the opportunity to meet with Governors before Easter to discuss and clarify the issues raised.</p> <p>b) JS and the EHT would identify the best time for a meeting.</p>	<p>Chair/ All</p> <p>JS/ EHT</p>
<p>After confidential items covered in Part E of the meeting the Chair thanked Governors for their commitment and support and closed the meeting at 8.15 pm.</p> <p>The date of the next FGB meeting will be held on Monday the 20th May 2019 at 5pm for a 5.30pm start.</p> <p>Please send apologies to the Clerk Pat Gale: Pat.gale@northyorks.gov.uk;</p> <p>Or 07793 846 441</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>		