

Minutes of a virtual meeting of the Full Governing Body of Richmond Methodist Primary School held at the school on Monday the 18th May 2020 at 5.30pm.

Present:

Jan Linsley (JL) – Chair of Governors, Sharon Stevenson (Headteacher), Nicola Hebb (NH), Nicola Scrafton (NS), Les Cutter (LC), John Armitage (JA), Scott Woodhead (SW), Lucinda Kirk (LK), Rev Les Nevin, (LN), Julie Swinbank (JS), Rebecca Simpson (RS), Stephen Rawson (SR) and Kathleen Bradley (KB).

In attendance:

Donna Makepeace NYCC Senior Education Adviser (5.30pm to 6.25pm), Laura Hudson (SBM).
Pat Gale - (NYCC Clerk to Governors)

Minute No.		Action
PART A – PROCEDURAL		
GB 20/20	<p><u>Welcome and opening prayer:</u></p> <p>The Chair welcomed everyone to the virtual meeting, explaining that the meeting would just focus on urgent business and time critical issues only. The Rev. Les Nevin then gave an opening prayer focusing on the theme of leadership and change.</p>	
GB 21/20	<p><u>Apologies for Absence :</u></p> <p>Apologies had been received and consented to from John Armitage.</p>	
GB 22/20	<p><u>Declarations of interest:</u></p> <p>None declared.</p>	
GB 23/20	<p><u>Confidentiality:</u></p> <p>The presentation by Donna Makepeace and discussion on Federations-a Guide for Governors would be minuted as confidential.(See minute GB:36/20)</p>	
GB 24/20	<p><u>Urgent Other Business:</u></p> <p>None declared.</p>	
GB 25/20	<p><u>To approve as a correct record the minutes of the FGB held on the 27th January 2020.</u></p> <p>The Minutes were approved as an accurate record, to be signed and dated by the Chair.</p>	Chair
GB 26/20	<p><u>To consider matters arising from the minutes not covered by the agenda:</u></p> <p>As the agenda was focusing on urgent business and time critical issues only, most of the non-urgent actions were deferred.</p>	
GB 27/20	<p><u>To confirm the date of the next meeting of the Governing Body-Monday 22nd June 2020 at 5.30pm.</u></p>	

Sign:

Date:

PART B- RESOURCES		
GB 28/20	<p>To receive and approve the final financial outturn for 2019-20 and the three year forecast.</p> <p>Governors had been previously circulated with budget forecasts and reports. The SBM was invited to present this item, unfortunately due to technical issues, she was unable to connect to the meeting, so the Headteacher gave a summary of the key headlines,</p> <p>Key headlines:</p> <ul style="list-style-type: none"> • Final outturn/carryforward figure of £58,686, higher than expected. • Higher than expected WAC income, with an overall £22k profit instead of the projected £17k. The intention is to increase this income along with income from nursery. • Overall in a good position until Year 3, but this is often the case in terms of financial forecasting. <p>After the meeting a very useful more detailed overview was sent to Governors (see appendix 1).</p> <p><i>Q: With the start-up of the nursery, are there additional costs that need to go in the budget?</i></p> <p><i>A: With COVID there has been a budget delay, and we are not sure of the capital budget yet.</i></p> <p>The Chair wished to thank the SBM and Headteacher for good budgetary control and asked if Governors could approve the outturn and start budget.</p> <p>Resolved: That all Governors approved the outturn and start budgets for submission to NYCC.</p>	All
GB 29/20	<p>To receive an update on safeguarding.</p> <p>The Headteacher gave an overview of the current situation in the light of a response to COVID.</p> <p>Key headlines:</p> <ul style="list-style-type: none"> • We continue pupil engagement in their homes and support for home schooling. • We are closely monitoring staff health and well-being. • We are continuing to plan for potential re-opening. • We provide support for the most vulnerable to be in the safest place and we are working with parents to encourage that. • CPOMs is in place and record keeping is maintained for those in school and at home. <p><i>Q: If parents don't communicate when contacted what would you do?</i></p> <p><i>A: We maintain social distancing, and if no engagement the LA has advised that we need to work with the EarlyHelp team.</i></p> <p><i>Q: What percentage of vulnerable children are coming into school alongside key worker children?</i></p> <p><i>A: 25% of vulnerable children, the average is 2% nationally.</i></p> <p><i>Q: Have they all agreed to come to school?</i></p> <p><i>A: Yes.</i></p> <ul style="list-style-type: none"> • Thanks to the support of parent governors we have 95% engagement with families, and sometimes 100% in certain year groups. <p><i>Q: What system have you in place for passing on teacher assessments of Year 6 pupils to secondary schools?</i></p>	

	<p><i>A: We are looking at supporting transitions with both Richmond School and SFX, in helping share information about friendship groups and tutor groups.</i></p> <ul style="list-style-type: none"> In terms of Early Years transition, we have contacted new parents and encouraged doorstep hellos, we will aim to be creative about parent meetings, encouraging small groups and generating good relationships with parents and their children. <p><i>Q: What are your plans for returning pupils to school?</i></p> <p><i>A: We will be restricting the number of children in groups, staggering break times, increased hygiene and cleaning, and we also need to respect parents' views.</i></p> <ul style="list-style-type: none"> We are carefully considering the teacher/staff workload ensuring a balance between F2F and distance learning is maintained. <p><i>Q: What are you proposing about the gradual return?</i></p> <p><i>A: For Year 6 we are proposing 3 days a week, Monday to Wednesday, we have sent a questionnaire to parents and at the moment it looks like 31 possible pupils on June 1st. 24 Nursery and Reception children on different days, Tuesday and Wednesday and 26 Year 1 pupils on Thursday and Friday. Three Groups of ten will be arranged, due to the size of the rooms, and two staff will be identified to work with each group.</i></p> <p>The following Governor comments were noted:</p> <ul style="list-style-type: none"> 'Parents wish to thank staff for all their support, for being there, and bringing normality for children, they are impressed by the leadership and what has been achieved.' 'Amazing achievement, with 95% uptake of distance learning is fantastic.' 'A real credit to staff, in gradually easing a return to school in such challenging times'. <p><i>Q: Beyond June the rest of the pupils will return, are there any plans for changes in September, will there be any transition planning?</i></p> <p><i>A: It is still unclear about national guidance for returns, social distancing will be in place and maybe phased smaller groups, it might be difficult to ensure that all pupil year groups will have the same staff members.</i></p> <p><i>Q: As a parent of a Year 1 child, I am not sure yet about whether I want the return so early. It will be very important how the returns are communicated to parents.</i></p> <p><i>A: I agree, we need a very clear offer for parents, we are thinking of doing a video, we think at the moment a third of parents will support children returning on the 1st June, some parents are waiting for the R factor before making a decision.</i></p> <p><i>Q: How will anxiety and fear of social distancing be managed, have we got space capacity to do that?</i></p> <p><i>A: We aim to be reflective and responsive to children's needs, our SENCO is looking at reintegration, but we do not yet know who is coming back, so very personalised support will be required. In terms of capacity we have 12 to 13 teaching spaces, with 10 to 11 pupils in each space, we also plan for outdoor learning, and ensuring that there is no mixing between 'bubbles of learners'. We will also work with secondary schools if we need additional space.</i></p> <p>The Chair on behalf of Governors wished to thank all staff for the pragmatic and caring way in which this challenge had been managed.</p>	<p>All</p>
<p>GB 30/20</p>	<p>Policy Approvals:</p> <p>Governors had been requested to review a number of policies relevant to their interest or responsibility. Due to time constraints it was agreed that Governors would identify for their allocated policy three key points for sharing at the next meeting:</p> <ul style="list-style-type: none"> What is the policy about, what does it cover? Why is it important? Should it be recommended for approval? 	

	<p>Action: Governors to prepare feedback for the next meeting on their allocated policies. See Attachment 2.</p>	All
GB 31/20	<p>To approve Staff Absence Insurance Scheme: It was noted that the scheme was slightly, £1500, cheaper than last years. Resolved: That the scheme should be accepted and approved.</p>	All
GB 32/20	<p>To receive a staffing update: The school now has a very effective and proactive caretaker in post, who is monitoring the Health and Safety inspection reports and developing a refurbishment plan. <i>Q: Are there any other vacancies?</i> <i>A: Not at the moment.</i></p>	
GB 33/20	<p>Plans for September 2020: The Headteacher reported the following key planning features, bearing in mind that guidance and impact of COVID-19 could change things.</p> <ul style="list-style-type: none"> • September intake to reception expected to be 26, similar to other schools, as low birth rates locally, birth rates are on the increase for the following year which will impact on the nursery and Early Years in the future. • Currently 8 children for nursery-plans regarding the capital project are currently on hold. • Moving forward to a 10 class structure, so no redundancies required. • KS1 will have 89 pupils in 3 mixed year 1 and 2 classes. • KS2 will have 91 pupils <p>Comments from Governors:</p> <ul style="list-style-type: none"> • The new structure might not work for all children, need to consider the dynamics of mixed year groups, just needs thinking through, although it will be an exceptional year to manage. • Will single year groups of pupils struggle in mixed year groups, it needs to be planned so they can move with friends. • It will be challenging to school and daunting to pupils returning to school after being at home, they will need nurturing in meeting specific needs. <p>The Chair, on behalf of Governors thanked the Headteacher and SLT for being creative in how they manage a challenging situation, with a number of unknowns.</p>	
PART D- OTHER BUSINESS		
GB 34/20	There was no further business.	
GB 35/20	<p><u>To confirm the date of the next FGB meeting:</u> Monday 22nd June at 5.30pm-virtual meeting invitation to follow.</p>	All
<p>No further business was declared so the Chair thanked Governors for their input and closed the meeting at 7.30pm. Please send apologies to the Clerk Pat Gale: Pat.gale@northyorks.gov.uk; or 07793 846 441</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'.