

<p align="center">Minutes of a virtual meeting of the Full Governing Board (FGB) of Richmond Methodist Primary School held at the school on Monday 28th September 2020 at 5.30pm</p>		
<p>Present: Jan Linsley (JL), Sharon Stevenson (Headteacher), Rev Kathleen Wood (KW), Kathleen Bradley (KB), John Armitage (JA), Scott Woodhead (SW), Nicola Scrafton (NS), Nicola Hebb (NH), Les Cutter (LC), Julie Swinbank (JS) from 6.30pm.</p> <p>In attendance: Pat Gale (NYCC Clerk to Governors)</p>		
Minute No.		Action
PART A – PROCEDURAL		
GB 51/20	<p><u>Welcome and opening prayer:</u></p> <p>The Clerk welcomed everyone to the meeting and invited Rev Kathleen Wood to give an opening prayer setting the scene for the start of a new academic year ahead, and for leaders, staff, pupils and families for ‘doing all the good they can’.</p>	
GB 52/20	<p><u>Election of Chair:</u></p> <p>The Clerk asked all Governors if they were still wishing to support a term of office of two years and all agreed to that.</p> <p>The Clerk explained that she had received nominations for Jan Linsley to be Chair from Nicola Hebb and Kathleen Bradley, and asked JL if she would be willing to undertake that role. A virtual secret ballot then took place and JL was unanimously voted in as Chair for a term of office of two years until August 2022.</p> <p>Resolved:</p> <p>a) That Jan Linsley agreed to be Chair of the Governing Body for a term of office of two years.</p> <p>JL then chaired the meeting and invited nominations for Co-Vice Chairs, the Clerk reported that she had received nominations prior to the meeting from Kathleen Bradley for Nicola Scrafton and Lucinda Kirk. In the absence of any other nominations for the role, NS was asked to leave the virtual meeting and a secret ballot took place, NS was unanimously voted in as Co-Vice Chair for a two year term of office.</p> <p>Resolved:</p> <p>b) That Nicola Scrafton was unanimously voted in as Co Vice Chair for a two year term of office.</p> <p>In the absence of Lucinda Kirk, Nicola Hebb nominated herself for the role of Co-Vice Chair, NH was asked to leave the virtual meeting and a secret ballot took place, NH was unanimously voted in as Co-Vice Chair for a two year term of office.</p> <p>Resolved:</p> <p>c) That Nicola Hebb was unanimously voted in as Co-Vice Chair for a two year term of office.</p>	<p align="center">All</p> <p align="center">All</p> <p align="center">All</p>
GB 53/20	<p><u>Apologies for Absence :</u></p> <p>Apologies had been received and consented to from Lucinda Kirk. It was noted that Julie Swinbank would arrive late, as she had a school meeting to attend. (JS joined the meeting at 6.30pm)</p>	

<p>GB 54/20</p>	<p><u>Declarations of business and personal interests, pecuniary or non-pecuniary:</u></p> <p>Governors were reminded that they need to complete and sign the annual declarations:</p> <ul style="list-style-type: none"> • Disqualification Register • Hospitality Register • Business and Personal Interests Register <p>Action: Governors were asked if they could send scanned copies of the forms to the Clerk or FAO the Clerk at the school. The Chair requested that these returns should be made by the 15th October 2020.</p>	<p>All/ Clerk</p>
<p>GB 55/20</p>	<p><u>Confidentiality issues:</u></p> <p>None declared</p>	
<p>GB 56/20</p>	<p><u>Notification of urgent other business:</u></p> <p>The Chair updated Governors on Governor vacancies:</p> <ul style="list-style-type: none"> • LA Governor vacancy-it was noted that Steve Rawson had resigned due to pressures of work during the summer. On behalf of the FGB the Chair wished to thank Steve for all his support and commitment to the school, he would be greatly missed. The Clerk explained that a request for a LA Governor had been made, but availability was limited. The Governance team had suggested that perhaps the school might be in a position to recommend someone for this role. Action: All Governors to consider a potential candidate to fulfil the role of LA Governor. • The term of office for Nicola Hebb, a Parent Governor, would shortly come to an end, however NGA and NYCC advice has recommended that it is not advisable to hold parent Governor elections at the moment, but that when the term of office expired that NH could remain in her role as Associate Governor, to support continuity and consistency, until an election could take place safely.. • Staff Governor vacancy-it was noted that the term of office for JS would shortly expire, after some discussion it was felt that a Staff Governor election could take place abiding to COVID safety requirements. Action: The Clerk to send the SBL the latest guidance on staff governor appointments so nominations could be sought and an election held if required. 	<p>All</p> <p>Clerk/ SBL</p>
<p>GB 57/20</p>	<p><u>To approve the proposed Instrument of Government:</u></p> <p>Governors had approved the proposed change at the last meeting on the 22nd June 2020, which was to reduce the number of parent governors from four to three. The Clerk had contacted Rev Melanie Reid, Superintendent of the Methodist Circuit to request a change of constitution, this was considered by the Circuit Board on the 16th September, and was given approval.</p> <p>To note that a request for Nicola Scrafton to be Foundation Governor for a period of four years from the 16-09-2020 to the 15-09-2024 was also given approval.</p>	

	<p>The Clerk has informed the NYCC Governance Support Team and a copy of the signed minutes of the 22nd June 2020, will be sent to endorse the Change in Constitution, and a revised Instrument of Government will be signed and sealed by NYCC.</p> <p>Action: The revised Instrument of Government will be received and adopted at the 23rd November 2020 FGB meeting.</p>	<p>Clerk/ All</p>																					
<p>GB 58/20</p>	<p><u>To adopt the Standing Orders and agree to the Code of Conduct:</u></p> <p>Governors had been circulated with the document and apart from one minor amendment approval was given to the Standing Orders. The Chair then asked if everyone agreed to abide by the Code of Conduct and all Governors agreed to do so.</p> <p>Resolved: That the Standing Orders and Code of Conduct for 2020-21 were approved, signed and dated by the Chair on behalf of all Governors, for locating on the school website.</p>	<p>Chair/ All</p>																					
<p>GB 59/20</p>	<p><u>To adopt the Terms of Reference of the Governing Body and to appoint Governors to statutory committees and link Governor roles:</u></p> <p>The Terms of Reference were approved and adopted and membership of the statutory committees and Link Governor roles were agreed as follows:</p> <p>Statutory Committees</p> <table border="1" data-bbox="255 1108 1356 1915"> <tr> <th data-bbox="255 1108 715 1153">Complaints Committee</th> <th data-bbox="715 1108 1209 1153">Membership</th> <th data-bbox="1209 1108 1356 1153">Quorum</th> </tr> <tr> <td data-bbox="255 1153 715 1265"> <p>Remit: Refer to NYCC recommended Complaints Policy.</p> </td> <td data-bbox="715 1153 1209 1265"> <p>Chair: Nicola Scrafton, Kathleen Bradley, John Armitage</p> </td> <td data-bbox="1209 1153 1356 1265"> <p>3</p> </td> </tr> <tr> <td data-bbox="255 1265 715 1339"></td> <td data-bbox="715 1265 1209 1339"> <p>Clerk: Pat Gale</p> </td> <td data-bbox="1209 1265 1356 1339"></td> </tr> <tr> <td data-bbox="255 1377 715 1489"> <p>Performance Management Committee</p> </td> <td data-bbox="715 1377 1209 1489"> <p>Membership: Jan Linsley, Lucinda Kirk, Kathleen Bradley</p> </td> <td data-bbox="1209 1377 1356 1489"> <p>Quorum</p> </td> </tr> <tr> <td data-bbox="255 1489 715 1646"> <p>Remit: To establish and review Performance management objectives with the Headteacher and external adviser.</p> </td> <td data-bbox="715 1489 1209 1646"> <p>Chair:</p> </td> <td data-bbox="1209 1489 1356 1646"> <p>3 (Including external Adviser)</p> </td> </tr> <tr> <td data-bbox="255 1684 715 1729"> <p>Review Officer</p> </td> <td data-bbox="715 1684 1209 1729"></td> <td data-bbox="1209 1684 1356 1729"></td> </tr> <tr> <td data-bbox="255 1729 715 1915"> <p>To consider complaints from the Headteacher (or member of staff where Head is team leader) regarding performance management review statement.</p> </td> <td data-bbox="715 1729 1209 1915"> <p>Named Governor: Nicola Scrafton</p> </td> <td data-bbox="1209 1729 1356 1915"></td> </tr> </table>	Complaints Committee	Membership	Quorum	<p>Remit: Refer to NYCC recommended Complaints Policy.</p>	<p>Chair: Nicola Scrafton, Kathleen Bradley, John Armitage</p>	<p>3</p>		<p>Clerk: Pat Gale</p>		<p>Performance Management Committee</p>	<p>Membership: Jan Linsley, Lucinda Kirk, Kathleen Bradley</p>	<p>Quorum</p>	<p>Remit: To establish and review Performance management objectives with the Headteacher and external adviser.</p>	<p>Chair:</p>	<p>3 (Including external Adviser)</p>	<p>Review Officer</p>			<p>To consider complaints from the Headteacher (or member of staff where Head is team leader) regarding performance management review statement.</p>	<p>Named Governor: Nicola Scrafton</p>		
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	Link Governor Roles:	Named Governor(s)		
	SEND/Inclusion	Kathleen Bradley		
	Safeguarding	Nicola Hebb, Jan Linsley		
	Pupil Premium / Sports and PE / Catch-up premium	Lucinda Kirk		
	Health and Safety	Scott Woodhead		
	Relationships and Sex Education	Nicola Scrafton		
	PSHE/RSHE	Nicola Scrafton/Kathleen Wood		
	Quality of Education	John Armitage		
	Remote Learning / IT	Les Cutter		
	Phonics / spelling	Nicky Hebb		
	Leadership and Management	Jan Linsley/Sharon Stevenson		
	Governors agreed that it was unlikely that any Learning Walks would take place under the current circumstances, although Link Governors could potentially communicate with staff virtually.			
GB 60/20	<u>To approve the Annual Governing Body Statement for the 2019/20 Academic Year:</u> <u>Resolved:</u> Governors approved the Statement for locating on the School website.			All
GB 61/20	<u>To confirm the scheme of delegation to the Headteacher as detailed in the Budget Management Policy:</u> Les Cutter referred Governors to annexe B, point 4 of the Budget Management Policy and explained that a limit of £5k had been approved the previous year. He asked the Headteacher if this was an acceptable limit and she confirmed that it was. Les Cutter stated that he thought a list of preferred providers could be attached to the Budget Management Policy as an annexe. Action: To consider including a list of preferred providers as an annexe to the Budget Management Policy, which would be considered for approval at the November 23rd Meeting. Resolved: That the scheme of delegation to the Headteacher would remain at £5k for 2020/21.			HT/ SBL/ LC All
GB 62/20	<u>To approve the minutes of the last virtual FGB meeting held on the 22nd June 2020:</u> <u>Resolved:</u> Governors agreed they were an accurate record of the meeting.			All

<p>GB 63/20</p>	<p><u>Matters Arising:</u></p> <p>There were no matters arising not covered by the agenda.</p>	
<p>GB 64/20</p>	<p><u>To confirm the schedule of meetings for 2020/21:</u></p> <p>The schedule, focus of the meetings and proposed policies for consideration was approved.</p>	<p>All</p>
<p>PART 'B'- EDUCATIONAL PERFORMANCE</p>		
<p>GB 65/20</p>	<p><u>To receive the Headteachers Report:</u></p> <p>The Chair and Governors complimented the Headteacher on a visually appealing report supported by valuable information on how well pupils and staff had returned to school in September.</p> <p>The Headteacher shared the following headlines from the report and asked for any questions or areas for clarification.</p> <ul style="list-style-type: none"> • All children returned to school in September 2020. On the 21st September the Government reported that nationally 5% of children were not attending school due to COVID related absence. At RMS, on average 2.87% of children are not in school due to COVID related absence, and three members of staff were also absent due to COVID related absence. <p><i>Q: How have staff and pupils settled in?</i> <i>A: It has been a very positive start, safeguarding is a priority in ensuring our families, particularly those most vulnerable are being supported well, with an emphasis on mental and physical well-being. (JS joined the meeting at 6.30pm)</i></p> <p><i>Q: How do you support children and families if they have to self-isolate?</i> <i>A: We have developed a flexible offer to support remote and distance learning, with MS Teams teaching and some demonstration virtual classes; we sent a survey out to parents in July to assess how they had found the experience of home learning, and the feedback has informed our flexible offer.</i></p> <p><i>Q: How are these new developments, particularly the technology, being funded?</i> <i>A: £13k from the School Fund has been helpful, and has not been detrimental to the rest of the budget, and some of the capital has been used for technology.</i></p> <p><i>Q: Are there any gaps?</i> <i>A: No, we think Quality First teaching can be used to close the gaps, supporting HLTAs and using the 'catch up funding'.</i></p> <p><i>Q: What is the catch up premium funding?</i> <i>A: School will receive a total of £80 per pupil from reception through to Year 6, approximately £24K in three instalments, autumn 2020, 'early 2021' and summer 2021.</i></p> <p><i>Q: What is it being used for?</i> <i>A: SLT are currently investigating the most effective way to utilise the catch-up premium, depending on the results of baseline and teacher assessments. However, we need to use some of it for additional cleaning, sanitising, wipes and gels.</i></p>	

	<p><i>Q: It seems as though a lot of the funding is being used on protection rather than on the children's learning, how will it be accounted and reported on?</i> <i>A: We have not received explicit information on how to report, but probably as an appendix to the Pupil Premium/Sports Premium reporting.</i> <i>Q: Could pupils be asked to bring in their own hand gel, to save some of the resource?</i> <i>A: We have been advised by NYCC Health and Safety Adviser that in order to meet high standards the school needs to provide the gel to a certain standard.</i> <i>Q: Could the funding be used for additional staff time.</i> <i>A: If staff wanted to do overtime, we could use it for that purpose in order to support those children who may have slipped to below age related. We are also focusing on health and mental well-being and mindfulness, and Teach Active and outdoor learning. Things may not be as positive as we move into winter, with the possibility of pupil and staff absence, but we will aim to manage with our current staffing rather than relying on supply cover.</i> <i>Q: Has the school got a Plan B in order to manage these eventualities?</i> <i>A: We have a number of options, but not a specific Plan B. We need to review the situation on a day by day basis.</i></p> <ul style="list-style-type: none"> • The Headteacher reported that the majority of children want to learn, and are enthusiastic about being back at school. The older children have in general made progress, with younger children not making quite as much, we have identified the need for more phonics support at KS1, and across year groups support for some aspects of spelling, in order to catch up to where children were before lockdown. JA commented that he had recently held a discussion with an HMI, who had said that across the board, some children had regressed, but that there was also good evidence of deep seated learning before the impact of school closures, a very positive and reassuring piece of feedback. • The Headteacher confirmed that Mrs Julie Swinbank and Miss Natasha Wood have been appointed as Interim Assistant Headteachers for 2020-21, with 0.2 leadership time, with professional support from the SBL, Mrs Laura Hudson. <p>Resolved: That the Headteacher was thanked for a very positive update on the return to school for children and staff.</p> <p>Action: The Chair on behalf of the Governing Board to thank all staff for their commitment to the school and all pupils.</p>	<p>All Chair</p>
<p>GB 66/20</p>	<p><u>Powerpoint Presentations:</u></p> <p>a) Safeguarding Training-7th Sept 2020-Governors had been circulated with a copy of the presentation that staff had received at the start of term. The Headteacher explained that Keeping Children Safe in Education (KCSiE) had been updated in September, changes had been highlighted, mainly slides 3, 5, 6 and 7, NH explained that a significant change had been an increase in mental health awareness being as relevant as physical health awareness. All Governors were required to confirm that they had read and understand Parts 1 and 2 of the guidance.</p> <p>Action: Governors would confirm with the Clerk that they had read and understood Parts 1 and 2 of the updated KCSiE guidance.</p>	<p>All/ Clerk</p>

	<p>b) PSHE Training- JS explained that the Health Education and Relationships Education aspects of PSHE had become statutory. In summary there was a need to understand the difference and need for a planned, sequential and regular curriculum (preventative) and restorative, pastoral curriculum (responsive). Staff had been encouraged to reflect on what else they may need to add to the planned preventative curriculum to respond to the needs of each class.</p> <p>Resolved: The Chair on behalf of all Governors wished to thank JS for a very helpful and thorough update.</p>	<p>All</p>
<p>GB 67/20</p>	<p><u>To receive an update on the School Improvement Plan 2020/21:</u></p> <p>Governors were reminded of the school vision, ‘Doing all the good we can ‘and the four key objectives for 2020/21:</p> <ul style="list-style-type: none"> • Objective 1-(a) and (b)-Quality of Education-the Headteacher reported that this was the key priority in planning and teaching an ambitious and broad curriculum in all subjects that is responsive, restorative and agile, supporting the physical, mental and emotional health and well-being of pupils and staff. To address underachievement, particularly for those who have experienced barriers to engaging in remote learning. Another priority is the teaching of phonics, spelling and writing, in helping children to catch up. <i>Q: Have you set specific targets yet?</i> <i>A: Not yet, we are wanting to establish whether there are gaps in each child’s learning, and how they can be resolved. For example we need to get the resources right for improving remote learning-we need to know where each child is at now in terms of learning.</i> • Objective 2- Behaviour and Attitudes-to consistently embed high expectations through our vision of ‘ready, mutually respectful and safe’. • Objective 3- Personal development-to embed wellbeing and support and improved mental health in line with our school vision of ‘Doing all the good we can’. • Objective 4-Leadership and Management-to further improve the impact of leaders at all levels. <i>Q: Should we focus on a specific objective at each meeting?</i> <i>A: That would be a good idea, to gain a more in depth understanding of actions and impact. Link Governors could have conversations with Lead staff, in advance of the meeting.</i> <p>Action: a) The Headteacher would develop a schedule for when each objective would be considered by the Governing Body.</p> <p>The Rev Kathleen Wood wished to thank the Headteacher and SLT for the tremendously impressive work that has been undertaken along with the day to day work of running the school. All Governors endorsed this comment and it was felt that perhaps Objective 1 should be replaced by ‘To survive’!</p> <p>Action: b) The Chair on behalf of all Governors wished to thank all staff for their hard work, commitment and energy in such challenging times.</p>	<p>HT</p> <p>Chair</p>

<p>GB 68/20</p>	<p><u>The approval of policies deferred from the June 22nd 2020 FGB meeting:</u></p> <p>Link Governors had been requested to consider each relevant policy and highlight three aspects that had informed their recommendation for adoption.</p> <ul style="list-style-type: none"> • Parents and Pupils Privacy Notice-KB had considered the Policy and explained that it stated who we need to share information with, why and how. She recommended that it should be adopted and located on the school website, all Governors agreed to this recommendation. <p>Resolved: That the Parents and Pupils Privacy Notice be adopted.</p> <ul style="list-style-type: none"> • Publication Scheme Policy- KB had reviewed this Policy, which focused on how the school should present information, and should the school charge for providing the information. She explained that it was a standard policy and recommended for adoption, all Governors agreed to this. <p>Resolved: That the Publication Scheme Policy be adopted.</p> <ul style="list-style-type: none"> • Volunteers Privacy Policy-SW had reviewed the policy which focused on how volunteers, including Governors, should be kept informed, and included reference to safeguarding, health and safety, equality and diversity. He recommended for adoption, agreed by all Governors. <p>Resolved: That the Volunteers Privacy Policy be adopted.</p> <ul style="list-style-type: none"> • Recruitment Privacy Notice-SW had considered this, explaining it focused on how data is handled, with mention of Veritau and the role of Data Protection Officer, compliant with GDPR guidance, therefore it was proposed that it should be approved and adopted by all Governors. <p>Resolved: That the Recruitment Privacy Policy be adopted.</p> <ul style="list-style-type: none"> • Information Security Policy- SW reported that the policy covered security issues such as the environment, building control, audit trails, remote learning and Wi-Fi connectivity. It was recommended for adoption and all Governors agreed. <p>Resolved: That the Information Security Policy be adopted.</p> <ul style="list-style-type: none"> • Information Security Incidents Reporting- SW had reviewed the Policy and explained that it focused on information and data breaches, but it was pragmatic and had strong reporting lines, he therefore recommended it should be adopted, all Governors agreed. <p>Resolved: That the Information Security Incidents Reporting policy should be adopted.</p> <ul style="list-style-type: none"> • Website Privacy Notice- SW had considered this and stated it was in line with legislation, his only recommendation was that if social media was being used by the school, such as Twitter and Facebook that mention should be made of this in the Notice, but Governors would approve with this addition. <p>Action: That there should be reference in the ‘Notice’ to social media such as use of Twitter and Facebook,</p> <p>Action: The Chair requested that the ‘Information Policy’ and ‘Information Governance Framework’ being reviewed by LK, should be deferred to the next agenda.</p> <p>The Chair thanked link Governors for the reviews of the policies.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>HT/ SBL</p> <p>Clerk</p>
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PART 'C'- FINANCIAL PERFORMANCE		
GB 69/20	<p><u>To receive the School Fund Account for 2019/20:</u></p> <p>Governors had received the unaudited financial statements for the School Fund dated the 31 March 2020. (02/12/20 to 31/03/20), the accounts having been completed by Ian Crisop Accountancy of Richmond.</p> <p><i>Q: What is the difference between unrestricted and restricted funds?</i> <i>A: Unrestricted funds can be managed by the school, usually for school trip payments, fundraising for external causes and charities, donations and some fundraising, grant donations and gifted donations, such as NLG income. Restricted funding is specifically for projects, such as the Playground project from the Co-Op Community Fund. Most of the funds are unrestricted.</i></p> <p>Resolved: Governors gave their agreement and approval to the School Fund accounts for 2019/20.</p>	All
GB 70/20	<p><u>To receive a Health and Safety Update:</u></p> <p>The Headteacher referred Governors to her report, which highlighted that Health and Safety was a strength of the school, with the 'Return to School Risk Assessment' being a working document ,which is updated in line with Government and NYCC guidance. The termly visual inspection has been undertaken by the SBL Laura Hudson and John Welch, the Caretaker. The termly fire evacuation practice took place on the 21st September and was highly effective.</p> <p>Terry Bland the Senior HandS Adviser, will visit school on the 2nd November to give an update on training, including Manual Handling, Working at Heights, Lone Working and Fire Safety. He will also meet with the SBL to update HandS policies and risk assessments.</p>	
GB 71/20	<p><u>Premises Update:</u></p> <p>The Headteacher reported that there had been a number of improvements over the summer period, including new door signage throughout the school, reflecting the new 'Yorkshire Dales' classrooms. The library, top corridor, grey classroom, EYFS and KS1 toilets have also been redecorated and have new sinks. A secure fence and gate have been installed at the back of the school and the amphitheatre has been restored.</p> <p>The Chair reported that she had experienced a virtual guided tour of the school, which Governors could also take advantage of if they wished.</p> <p>Action: If Governors wished to take advantage of the 'virtual tour' to contact the HT to arrange.</p> <p><i>Q: What developments have happened with the nursery/bungalow project?</i> <i>A: It feels very positive, NYCC Capital Projects Team have commissioned their partners Align to undertake a final feasibility study to determine what alterations are required. We are hoping we could have in place by September 2021. We have had 21 applications for places, so looking positive.</i></p> <p><i>Q: Will there be an outdoor area connected to the nursery?</i> <i>A: Yes we are planning on the double windows becoming open to the front, to provide an outdoor area, with advice from both HandS and the Early Years Adviser.</i></p>	All/HT

PART D– OTHER BUSINESS	
GB 72/20	There being no further business the Chair thanked all Governors for their commitment and support. The meeting was closed at 19.30.
<p>The date of the next FGB meeting will be held on Monday the 23rd November 2020 at 5.30pm.</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>	