

**Minutes of a virtual meeting of the Full Governing Board (FGB) of
Richmond Methodist Primary School
held at the school on Monday 22nd March 2021 at 5.30pm**

Present:

Jan Linsley (JL) ,Sharon Stevenson (Headteacher),
Rev Kathleen Wood (KW) (from 17.40),Kathleen Bradley (KB),John Armitage (JA),Scott Woodhead (SW),
Nicola Scrafton (NS) (from), and Julie Swinbank (JS).

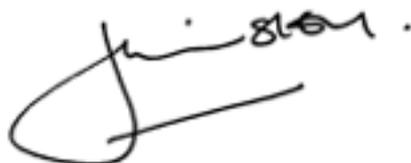
In attendance:

Laura Hudson (SBL)
Pat Gale (NYCC Clerk to Governors)

Minute No.		Action
PART A – PROCEDURAL		
GB 19/21	<p><u>Welcome and opening prayer:</u></p> <p>The Chair welcomed everyone to the meeting and invited the Headteacher to give the opening school prayer.</p>	
GB 20/21	<p><u>Apologies for Absence :</u></p> <p>Apologies had been received and consented to from Nickey Hebb, Lucinda Kirk and it was noted that Nicola Scrafton would join later in the meeting if at all possible.</p>	
GB 21/21	<p><u>Declarations of business and personal interests, pecuniary or non-pecuniary:</u></p> <p>Governors were reminded that they needed to complete and sign the annual declarations if they had not already done so:</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 by the end of March.</p>	All/ Clerk
GB 22/21	<p><u>Confidentiality issues:</u></p> <p>The Headteacher requested that the staffing item should be regarded as confidential and taken at the end of the meeting.</p>	HT/All
GB 23/21	<p><u>Notification of urgent other business:</u></p> <p>The Chair requested that certain agenda items should be taken in a different order of sequence, and be minuted accordingly.</p>	

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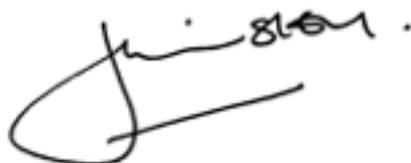
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<p>GB 24/21</p>	<p><u>To approve the minutes of the last virtual FGB meeting held on the 25th January 2021:</u> The Chair requested a slight change of wording under GB 13/21 on staffing and in GB 10/21 on Health and Safety, NH as Link Governor should be amended to read SW. Otherwise Governors agreed they were an accurate record of the meeting and should be approved. <u>Resolved:</u> The minutes of the FGB meeting held on the 25th January 2021 should be approved, subject to the minor changes.</p>	<p>All</p>
<p>GB 25/21</p>	<p><u>Matters Arising:</u> GB 02/21-The HT reported that a gift and letter of thanks had been sent on behalf of the Governing Body to Les Cutter. GB 03/21-Scanned copies of Governor declarations was being actioned, a few were outstanding and would follow by the end of March. GB 05/21-The school had bought into the full MASS scheme. GB 07/21-Rev K Wood explained that the request for a Methodist Foundation Governor was being actively pursued with the District Circuit, but no proposals to date. GB 07/21 (GB 79/20a) - a proposal for Lucinda Kirk to become an LA Governor had been taken to NYCC, and LK had been asked to complete an application to that effect. An NYCC approval panel would be meeting in April to consider the application. GB 10/21- date for a further Health and Safety visit had to be agreed, and NH as Link Governor should be amended to SW. GB 14/21- Regarding the offer of help with lateral flow testing from NH and NS-this help had not been required as the school had managed the situation.</p>	
<p>GB 26/21</p>	<p><u>To confirm the date of the next meeting:</u> The next virtual meeting would be held on Monday the 24th May 2021 at 5.30pm.</p>	<p>All</p>
<p>PART 'B'-HOLDING THE HEADTEACHER TO ACCOUNT</p>		
<p>GB 27/21</p>	<p><u>To receive a verbal update from the Headteacher:</u> The Headteacher reported that the return to school since the 8th March 2021 had been very positive, with 3 out of 7 classes having 100% attendance and an overall attendance rate for the school of 99.5%; quite amazing and a testimony to the hard work and commitment of staff and from parents, and their strong partnership with the school. We have had a real focus on health and well-being, having active science lessons and maximising the use of outdoor space. This year Easter will be celebrated as much as possible outdoors, led by Rachel Pinkney, in building and developing</p>	

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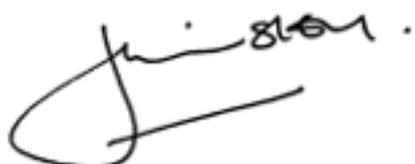
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	<p>pupil leadership, especially as Year 6 pupils haven't had as much experience over the last year.</p> <p>One of the AHTs talked with pupils in nursery and school about how we could make things better for them, we will analyse and evaluate the results, which should then influence how we make best use of covid funding over the next two years. We are hoping that 'lost learning' will be kept at a minimum.</p> <p><i>Q: What is your biggest challenge at the moment?</i></p> <p><i>A: Being able to support the small percentage of pupils whose behaviour is needing support, health and well-being is still a priority.</i></p> <p>The Headteacher then summarised the next steps for the school as follows:</p> <ul style="list-style-type: none"> • Mental health and well-being for pupils and staff. • A focus when feasible on practical subjects, something which was difficult to do through remote learning. • Planned moderation in school and in partnership with another school and the LA.SLT have planned this approach which hopefully will continue longer term. • Increased emphasis on Staff CPD, which was put on a hold temporarily, but is to be resumed next term.CPD for middle leaders is being planned on 'Being Prepared for Ofsted Inspection'-if we start this training early it becomes less of a shock. <p><i>Q: What are the early findings of 'talking' with children and parents?</i></p> <p><i>A: In terms of the 'Pupil Voice' the response has mainly been 'it's great to be back', and they have asked for more active learning and practical sessions, which we have taken on board in our next steps planning.</i></p> <p><i>Q: If the school has to return to remote learning, would you do anything differently?</i></p> <p><i>A: We would probably do the same again, but with a few tweaks from our learning, we have been able to record sessions, and respond to families with multi siblings, who will all have different learning needs.</i></p> <p>JS added that families had been lent devices and offers of technical support had been given, in some instances visits to homes have been made to help.Feedback from parents has been very good, and 1:1 support for SEND children has been particularly well received. Our mantra is probably 'flexibility' one size does not necessarily fit all.</p> <p><i>Q: What has the greatest success been, and has this impacted on nursery take up?</i></p> <p><i>A: Live sequential teaching has been the greatest success, and the nursery morning sessions are all full, with most afternoons also full. We have gone to NYCC to see if we can build another tier for the nursery, as we have already reached our maximum number of 16.The whole of education has changed into a 'blended learning model', a much more flexible solution. Parents know much more about the curriculum through their involvement with the teaching and learning, it has been priceless.</i></p> <p>The Chair wished to thank and congratulate the Headteacher and all staff on their achievements.</p>	<p>All</p>
<p>GB 28/21</p>	<p><u>To approve the following policies:</u></p>	

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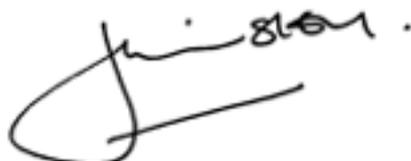
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	<p>.Link Governors had been asked to review certain related policies, with a view to highlighting key features and whether they should be recommended to the FGB for approval and adoption:</p> <p>a) EYFS Policy- JS explained that the Policy headlined a detailed, broad and balanced curriculum and how it would be assessed. It was noted that a new curriculum is expected and training from DfE is expected, but it may be that training through the HART Alliance may be more immediate. However, in the meantime, JS recommended it should be adopted.</p> <p>KW wished to record that she thought it was an awesome curriculum, but wondered if there could be a stronger emphasis on PSHE, with an emphasis on ‘spiritual’ and the ability to grasp the bigger picture, the ‘wow factor’, as there is something quite unique about a Faith School. Governors considered this suggestion and proposed that ‘spiritual’ should be added and then the policy should be adopted. JS was thanked for her work on this important Policy.</p> <p>Resolved: The EYFS Policy would be adopted, subject to reference to ‘spiritual’ being incorporated.</p>	<p>All/JS</p>
<p>GB 28/21 (cont.)</p>	<p>b) NQT Policy- The Headteacher wished to record that there was an emphasis on professional and personal development and detailing the quality assurance of the NQT role, which makes a real contribution to the school. It was reported that the Policy was a statutory requirement and recommended for annual review. It was noted that it will become the ‘Early Career Framework’ Policy and will be approved for two years as opposed to one year. The Headteacher recommended that it should be approved as an interim Policy.</p> <p>Resolved: The NQT Policy was approved and adopted as an interim Policy.</p> <p>c) Medical Needs and Conditions Policies- it was noted that these policies had been replaced by the ‘Children with Health Needs Policy’, the SBL will provide the most up-to-date policy to be considered at the next meeting.</p> <p>Action: The Children with Health Needs Policy will be considered at the next meeting on the 24th May.</p> <p>d) Exclusions Policy-the Chair explained that the policy explained the differences between fixed term and permanent exclusions, giving details about the process to be taken before a decision to exclude was taken. An exclusion was always a last resort and should be for the shortest possible time.</p> <p>The Chair recommended the Policy should be approved and adopted, supported by all Governors.</p> <p>Resolved: The Exclusions Policy was approved and adopted.</p> <p>e) Governors Allowance Policy- NS had sent an email summary of her review of the policy, which covered what expenditures governors can apply for whilst undertaking specific governor-related activities. In particular what can be claimed,</p>	<p>All</p> <p>SBL/ NH</p> <p>All</p>

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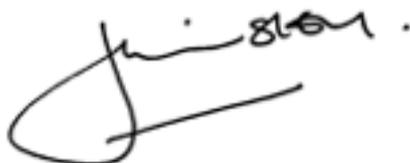


	<p>what the allowances are and how to claim. A question NS raised was whether the policy was up to date, as the allowances were from tax year 2019 onwards.</p> <p>The SBL explained that the Policy was a standard NYCC policy and the allowances, such as fuel, were set nationally. The Chair explained that historically the Governing Body had not chosen to claim governor allowances.</p> <p><i>Q: Could it become prohibitive for some Governors if we do not claim expenses?</i> <i>A: It does not seem to have been a barrier, and if we adopt, it doesn't prohibit Governors from claiming, that option is still there. I would recommend that we do adopt the policy.</i></p> <p>Resolved: The Governors Allowance policy was approved and adopted.</p> <p>f) Privacy Notice – SW explained that nothing had really changed since the last approval, apart from reference to covid lateral testing, which had been incorporated in the Privacy Notice. He noted that NHS had oversight of data control, and they would contact people if testing proved positive; however it is a requirement that the school will log test results for at least a year. He was happy to recommend the Privacy Notice incorporating the 'lateral flow testing' for approval.</p> <p>Resolved: That the Privacy Notice, incorporating reference to 'lateral flow testing' should be approved and adopted.</p>	<p>All</p> <p>All</p>
<p>PART C– RESOURCES</p>		
<p>GB 29/21</p>	<p><u>Budget Report:</u></p> <p>a) The Chair invited the SBL to present her papers on the Budget and related matters.</p> <p>The SBL had previously circulated the budget monitoring reports for the end of February together with the draft start budget, she highlighted the following key headlines from the reports:</p> <ul style="list-style-type: none"> • From 2020-2021, the expected outturn is £133, 831. • In summary the income and expenditure on this budget forecast is worst-case scenario, and we do anticipate this to be between £10k and £20k higher. <p><i>Q: What is the reason for the additional £33k carry forward?</i> <i>A: Largely due to savings in catering charges due to lockdowns and higher than anticipated nursery funding due to the positive increase in applicants, and actual signed nursery contracts.</i></p> <ul style="list-style-type: none"> • <i>The income for WAC will be set at 75% of usual income as a precaution, but we anticipate this to be higher if no further lockdowns occur.</i> • We have based funding on an intake of 32 children in 2021 and 35 in 2022, but again could be higher due to nursery place demand and our school reputation, but we have worked on worst case numbers due to the last 3 years being lower than our PAN. • Expenditure includes £10k towards the bungalow/nursery conversion in year 2, although we may not need to contribute this much capital to the project. There is a capital meeting in May, so we should know more after that. 	

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	<ul style="list-style-type: none"> The budget includes KS2 refurbishments for furniture and decorating, an estimated £14k, this does not include the full cost of the kitchen area, an estimated £10k. The KS2 area does need upgrading to be comparable to the attractive learning space in KS1. <i>Q: We did say we should have a rolling programme of refurbishment and KS2 is in need of an upgrade, do we need quotes in order to take the work forward?</i> <i>A: We have already started to investigate options, and an initial quote we have received is for the removal of the old storage/cupboard areas and replacement cupboards, there would be no VAT charged.</i> <i>Q: We do need to keep investing in the property, it gives pride to the children but we need to ensure that we get quality and VFM as well. Can I propose that we need a plan with a maximum budget for the school to work with. We need to know what we are getting for the investment.</i> <i>A: I think a good idea and propose that the HT and SBL investigate further, within a maximum limit of £15k excluding VAT. If additional resource was required a small Task and Finish Group including Governors should be created to support and challenge the decision making.</i> <p>Resolved and Action: That the HT and SBL develop a refurbishment plan for the KS2 area within a maximum budget limit of £15k. A small working task and finish group would be set up, but only if required.</p> <ul style="list-style-type: none"> We have based supply costs and catering charges on 2019/20 spend as we are unable to use last year as a benchmark. <i>Q: How risky is the second year deficit?</i> <i>A: Although there is an in year deficit, the carry forward balance means we are still in a positive overall position, and we do anticipate funding and income to increase so this would be an unlikely risk.</i> The budget includes higher general resources spending to enhance the curriculum, we have estimated £2,500 to each band plus £10k in general. <i>Q: How is the Pupil Premium funding being used?</i> <i>A: Our key focus is on outdoor learning and the use of Forest schools, but this will be covered by the Headteacher in more detail at the next meeting.</i> The SBL commented that there was the need to carry forward a large balance to survive future years, whilst School are carrying the three low intake reception years. <i>Governor Comment:</i> <i>Having the benefit of a larger than projected carry forward could be the saving grace for the future and the third year.</i> <p>The Chair thanked the SBL for a very positive report, ensuring the school is in a much more robust financial position.</p> <p>b) The SBL then invited Governors to consider the Summary Report on the COVID Catch Up Grant-which showed a summary of expenditure to date and anticipated spend before April 2021. It was reported that the majority of £13,680 had been spent on small 'catch-up' groups and extra tuition. <i>Q: Is any further income expected?</i></p>	<p>All</p>
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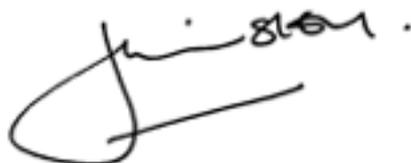
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	<p><i>A: We are expecting a further £9,765 in the summer, our third payment based on £33.33 a child on our roll of 293 children.</i></p> <p><i>Q: What has the money predominantly been spent on?</i> <i>A: Teaching small groups, mainly by our own staff, but we have also used agency supply costs for catch up sessions, and about £5k has been spent on ICT, ipads and covers, we have also invested in Collins Big Cat and Sum Dog, resources that continue to support remote learning, and pupils have found useful.</i></p> <p><i>Q: What is the summer term funding going to be used for?</i> <i>A: We are planning to use on agency supply catch up groups and some further IT equipment and applications.</i></p> <p>The SBL then referred Governors to the previously circulated summary report on c) Sports Grant Funding, £18,649 had been received, and an estimated £3k had been committed, but the Daily Mile project was well underway and looking great at an estimated cost of £15,650.</p> <p><i>Q: What are the funding plans for next year?</i> <i>A: We are planning to build an additional path from the Daily Mile track, buying in support from ML Sports and Fitness, catch up swimming lessons and participating in Richmond School competitions. We are also wishing to purchase Moki Bands for each year group to monitor steps and assess the impact of the Daily Mile Track.</i></p> <p><i>Q: What are Moki Bands?</i> <i>A: They are like FitBits in monitoring impact, and also they are motivational in encouraging 'active pupils'.</i></p> <p><i>Q: I think it is a great idea, but who would own the data and there will be some sensitivities for certain pupils keeping up with the rest of their peers.</i> <i>A: The data for each band would be logged on a daily basis and kept in school, they are only to be used in school.</i></p> <p><i>Q: Could children buy their own?</i> <i>A: Probably not, as they are for whole school not individual use. I have carried out a Data Protection Investment Assessment, and we do understand potential concerns, so will ensure we reflect in the Behaviour and Safeguarding Policy.</i></p> <p><i>Q: It might be worth seeing if there are cheaper alternatives perhaps?</i> <i>A: Joe Larder has already done some research into this and feels that this model gets the best use of evaluating the use of the track.</i></p> <p>The Chair asked Governors if they approved the development, and there was unanimous agreement.</p> <p>Resolved: That the Governing Body gave their approval to the purchase of Moki Bands in excess of the Headteacher's allowance, to assess the impact of the Daily Mile and increase pupil motivation (approximate cost £5660).</p> <p>d) Financial Benchmarking Report- was completed based on 2019/2020 data and staffing. The SBL gave Governors a number of key headlines as follows:</p> <ul style="list-style-type: none"> • Overall teaching staff headcount similar to other schools of our size. 	<p>All</p>
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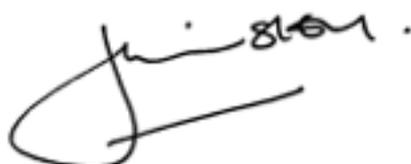
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	<ul style="list-style-type: none"> • Overall leadership pay higher, however this was due to the DHT structure being in place. • Overall total staff salaries highest in comparison to other schools, mainly due to longstanding members of staff. • Premises costs below average compared to others, this is due to setting a balanced budget following restructure. • General Learning Resource spend below average compared to other schools in the sample, again due to setting a balanced budget following restructure. • Funding slightly below average per pupil, due to there being significantly more Pupil Premium pupils in the highest two schools. <p><i>Q: Which schools were included in this sample?</i> <i>A: Applegarth Primary School, Selby Abbey CoE school and St Roberts Catholic Primary School, all with similar pupil numbers, but variations in numbers of Pupil Premium children.</i></p> <p>The SBL informed Governors that the benchmarking data did provide some useful baseline data for the SFVS.</p> <p>e) The Schools Financial Value Standard-The SBL had circulated a draft copy of the SFVS for Governor consideration and their commentary, normally the SFVS has to be submitted to NYCC before the end of March, but due to the pandemic, the DfE had proposed that it should be submitted at a later date in May. However it was still important that Governors were able to provide comments on agreed actions in the SFVS before being approved by the FGB and submitted to NYCC. Governors were reminded that the Standard helps to provide schools with assurance that they are meeting the basic standards necessary to achieve a good level of financial health and resource management.</p> <p><i>Q: What is the raw data input?</i> <i>A: It is taken from the 2020 revised budget, pupil and FSM data as at January 2021.</i></p> <p>The SBL then gave a brief summary of the key features:</p> <ul style="list-style-type: none"> • Senior leaders as a percentage of the workforce appears high, however both Assistant Headteachers teach 4 days a week and only have 1 day a week for leadership. • Teacher contact ratio is much higher than recommended, this is due to PPA time in an afternoon, which is covered by teaching staff. • Pupil to teacher ratio is relatively high, but this only includes teachers not HLTA support for PPA cover. • Spend on learning resources is relatively low and can be explained by the significant cuts that were made in 2019/20 to, try and keep in line with a balanced budget. <p>The SBL explained that the FGB would need to include a commentary on the outcome of the SFVS, before being signed off by the Chair. JA proposed that the commentary could include words to this effect -<i>'The Governing Body are satisfied with the reasoning, evidenced by data, and the commentary supporting the RAG ratings for our spend as a percentage of expenditure, reserves as a percentage of total income, our school characteristics and outcomes'</i>. Consequently the Governing Body approved the SFVS at the FGB meeting held on the 22nd March 2021, signed and dated by the Chair'.</p>	<p>All</p>
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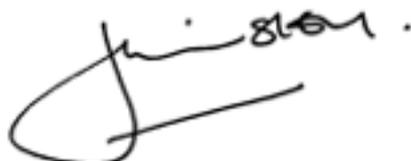
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	<p><i>(To note: NS joined the meeting at 19.00)</i></p> <p>Resolved: That the School Financial Value Standard be approved for 2019/2020 and submitted to NYCC for their approval.</p> <p>f) Staff Absence Insurance scheme- the SBL gave an overview of the NYCC scheme, which provided Low Cover from Day 6 at a predicted cost of £20,349.72, slightly higher than the previous year due to additional staffing (1 GTA and HLTA and a temporary SENCo). The following features are included in the scheme:</p> <ul style="list-style-type: none"> • Cover for 100 days full and 100 days half. • £160 a day for teaching staff • £10 an hour for TA and admin • £12 a day for HLTA • Cover for SBL and Relief Bursar cover • Covers pre-existing medical conditions and claims • Covers all Covid related absence even if working from home due to Covid shielding • Maternity cover at £125 a day for 14 weeks. <p><i>Q: How does this scheme compare with other external providers?</i> <i>A: I got quotes from two other providers for Day 6 cover, and cover elsewhere is cheaper, but there are significant exclusions and limitations to prevent pay out, such as pre-existing claims and already ongoing claims.</i></p> <p><i>Q: Do we currently have staff on long term sick who are covered by the scheme?</i> <i>A: Yes we have four staff, if we were to switch to another external provider we would no longer get absence cover for the majority of Covid absences and those currently on long term sick.</i></p> <p><i>Q: Is the NYCC scheme going to cover Covid absence for as long as possible, and is the scheme for a year?</i> <i>A: I doubt the NYCC scheme will remove Covid support, and yes the scheme is for a year.</i></p> <p><i>Q: Have you got historical data on benefit pay outs from the scheme?</i> <i>A: Every situation is different, as we cannot determine how long people are going to be off work, but this year we have paid out £13k from the scheme.</i></p> <p>The SBL noted that whilst NYCC is the highest in price, the cover fits best with the needs of the school. Governors agreed with this point and felt it offered best VFM.</p> <p>Resolved: That the NYCC Staff Absence Insurance Scheme should be approved for 2020/21. The Chair, on behalf of the Governing Board thanked the SBL for her impressive reporting, demonstrating integrated financial planning and very clear presentations and feedback.</p>	All
<p>GB 30/21</p>	<p><u>Health and Safety Update:</u></p> <p>The Headteacher explained that a Fire Risk Assessment had taken place on the 10th February 2021 with Terry Bland of the HandS service, who had also</p>	

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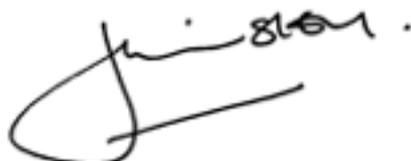


	<p>undertaken a housekeeping management inspection, all actions had been considered, with only one outstanding 'amber' issue about the safety and security of the waste bins near the kitchen, the temporary solution being to provide padlocks and chains to prevent them being moved about unnecessarily.</p> <p><i>Q: Apart from the cost where will they be moved to?</i> <i>A: Difficult, if we did move then we would also lose a parking slot, if the nursery development does expand, it might resolve the issue.</i></p> <p>The Headteacher proposed that it should remain as it is until it became a 'red' issue, and Governors supported that decision. It was also reported that the Covid risk assessment was dynamic and ongoing.</p> <p>The Chair thanked JS for her contribution to the meeting and asked if she could leave the meeting as the Staffing Update was requested to be treated as confidential.(JS left the meeting at 19.17)</p>	
<p>GB 31/21</p>	<p>CONFIDENTIAL MINUTE</p>	
<p>GB 32/21</p>	<p><u>Other Business:</u></p> <p><u>The Chair asked those Governors present :</u></p> <p><i>What impact have Governors made on the teaching, learning and well-being of pupils in the school as a result of this meeting?</i></p> <ul style="list-style-type: none"> • Responding to views of pupils and parents on the challenges of remote learning • Informed the strategic direction of leadership • Assured the financial certainty of the school • Supported difficult decisions the Headteacher has had to make • Invested in the environment of the school <p>The Headteacher noted that Rishi Sunak had provisionally agreed to launch the 'Daily Mile Track' on either the 16th or 23rd April, and representation of Governors would be welcome.</p> <p>Action: The SBL to send calendar invitations to Governors, so representation could be established.</p> <p>There being no further business, the Chair thanked Governors for their contributions and commitment to the school and closed the meeting at 19.57.</p>	
<p>The date of the next FGB meeting will be held on Monday the 24th May 2021 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>		

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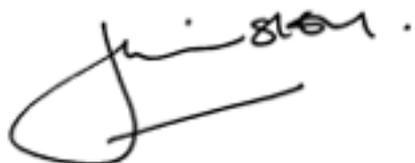
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Please note: The colour coding above links to the three key roles of governance questioning;
RED for 'setting strategic direction',
BLUE for 'holding Headteacher to account for educational performance'
GREEN for 'ensuring financial health, probity and value for money'.

Sign:

A handwritten signature in black ink, appearing to read 'J. King', with a large loop at the start and a horizontal line at the end.

Date:24.5.21