

**Minutes of a virtual meeting of the Full Governing Board (FGB) of  
Richmond Methodist Primary School  
held at the school on Monday 23<sup>rd</sup> November 2020 at 5.30pm**

**Present:**

Jan Linsley (JL) from 5.47pm, 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).

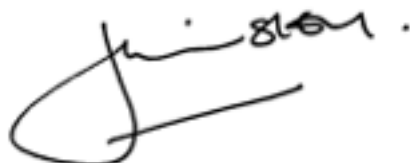
**In attendance:**

Laura Hudson (School Business Leader)  
Pat Gale (NYCC Clerk to Governors)

Minute No.	Action
<b>PART A – PROCEDURAL</b>	
<p><b>GB 73/20</b></p>	<p><b><u>Welcome and opening prayer:</u></b></p> <p>The Headteacher welcomed everyone to the meeting and gave her thought for the day based on Abraham Lincoln’s constructive ways to alleviate stress-‘when I do good I feel good, when I do bad I feel bad’; she then invited Les Cutter to give a prayer, which focused on Jesus giving the school guidance on managing the impact of the second lockdown.</p>
<p><b>GB 74/20</b></p>	<p><b><u>Virtual Tour of the School:</u></b></p> <p>The Headteacher and Julie Swinbank talked through a virtual tour of the school, highlighting the following:</p> <ul style="list-style-type: none"> <li>• The Ribblesdale Nursery was doing well and there was a real sense of excitement and joy of learning for the Early Years curriculum, and promotion of the love of language, promoted both through indoor and outdoor learning.</li> <li>• Mrs Thompson is promoting continuous learning in KS1, through rainbow challenges and Year 1 and 2 classrooms are focusing on more structured enquiry-based learning. <i>(The Chair joined the meeting at 5.47pm)</i></li> <li>• Joe Larder reported that pupils were really enjoying continuous learning. Every Tuesday Active Maths and English are alternated, pupils and staff were really enjoying it, but there was still the need to identify ways of measuring the impact of the initiative.</li> <li>• Mrs Parkinson, the librarian gave an update reporting that new books had been sourced, and that a Remembrance Day display had been a success, and a Christmas display would be developed shortly.</li> <li>• Governors were able to view the Year 3 and 4 classrooms, Mrs Wilson commented that it was sad that children were not able to sing, as a result of Covid restrictions. Miss Dowson reported that new signage had been developed for the rooms and the IT suite had a new sensory area.</li> <li>• Miss Wood reported that Year 5 and 6 pupils were benefiting from aerobic sessions to support health and well-being.</li> </ul> <p><i>Q: Is there thorough cleaning taking place?</i></p>

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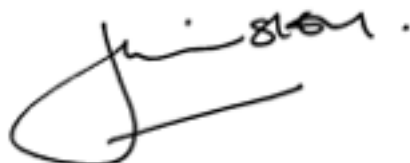
Date: 25.1.21



	<p><i>A: Yes, very good, and school is looking good and positive. Pupils are being encouraged to note their emotional feelings on boards near classroom doors.</i></p> <p><b>Governors thanked staff for the very useful virtual tour of the school and for the positive ways in which challenges were being managed so effectively.</b></p>	
<b>GB 75/20</b>	<p><b><u>Apologies for Absence :</u></b></p> <p>Apologies had been received and consented to from Lucinda Kirk.</p> <p><b>Action:</b> <b>The Chair would contact LK to see if anything could be done to support her attendance at virtual meetings.</b></p>	
<b>GB 76/20</b>	<p><b><u>Declarations of business and personal interests, pecuniary or non-pecuniary:</u></b></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"> <li>• Disqualification Register</li> <li>• Hospitality Register</li> <li>• Business and Personal Interests Register</li> </ul> <p><b>Action:</b> <b>Governors were asked if they could send scanned copies of the forms to the Clerk or FAO the Clerk at the school.</b> <b>The Chair requested that these returns should be made as soon as possible.</b></p>	<b>All/ Clerk</b>
<b>GB 77/20</b>	<p><b><u>Confidentiality issues:</u></b></p> <p>It was noted that item 15 may have to be reported as confidential.</p>	
<b>GB 78/20</b>	<p><b><u>Notification of urgent other business:</u></b></p> <p>None declared.</p>	
<b>GB 79/20</b>	<p><b><u>Update on Governance and to adopt the Instrument of Government:</u></b></p> <p>A copy of the signed minutes of the 22<sup>nd</sup> June 2020, had been sent to NYCC to endorse the Change in Constitution, and a signed and sealed Instrument of Government was shared with all Governors for their approval and adoption.</p> <p><b>Resolved:</b> <b>The revised Instrument of Government was approved and adopted by all Governors.</b></p> <p>The Chair reminded Governors that there was still a Local Authority Governor vacancy, NYCC had sent information about a potential candidate, but the skills-set was not in line with what was requested, that of a legal and finance background.</p> <p><b>Action:</b> <b>a) That NYCC and all Governors would continue to identify a potential candidate to fill the vacancy.</b></p>	<b>All</b>  <b>Clerk/ All</b>

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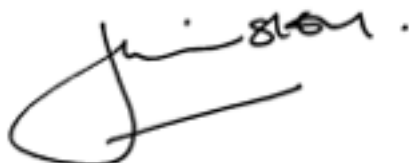
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	<p>The Chair reported that Les Cutter was leaving the area so would have to resign from his position as Foundation Governor from early January 2021. Everyone agreed that he had been a very effective Governor and would be a sad loss to the school. On behalf of the Governing Body the Chair thanked Les for his commitment and contributions to the school and wished him well in the future.</p> <p><b>Action:</b>  <b>b) That Rev. Kathleen Wood and Nicola Scrafton would contact the Methodist circuit Superintendent to identify a potential replacement Foundation Governor.</b></p> <p>It was reported that Julie Swinbank had been elected as Staff Governor from the 31.10. 2020 to 30.10. 2024.                  Governors congratulated JS on this appointment.</p>	KW/NS
GB 80/20	<p><b><u>To approve the minutes of the last virtual FGB meeting held on the 23<sup>rd</sup> November 2020:</u></b></p> <p><b><u>Resolved:</u></b>  <b>Governors agreed they were an accurate record of the meeting.</b></p>	All
GB 81/20	<p><b><u>Matters Arising:</u></b></p> <p>GB59/20-The Terms of Reference and named Link Governors had been placed on the website.                  GB65/20-Governors agreed the report provided a very useful visual format, with the photos substantiating the written evidence.</p> <p><b>Reminder:</b>  <b>GB66/20-Governors to send an email to the Clerk confirm they had read and understood Parts 1 and 2 of the updated KCSiE guidance.</b></p>	All
GB 82/20	<p><b><u>To confirm the date of the next meeting:</u></b></p> <p>The virtual meeting would be held on Monday the 25<sup>th</sup> January 2021 at 5.30pm.</p>	All
<b>PART 'B'- RESOURCES</b>		
GB 83/20	<p><b><u>To receive a budget update:</u></b></p> <p>Laura Hudson, the School Business Leader was welcomed to the meeting to talk through the monitoring and revised budget reports that had been previously circulated to Governors.                  The following headlines were noted:</p> <ul style="list-style-type: none"> <li>It was anticipated that £100,291 would be carried forward to next year, despite the impact of Covid, it was a positive position and more than anticipated in the Start Budget of £87,200.</li> </ul>	

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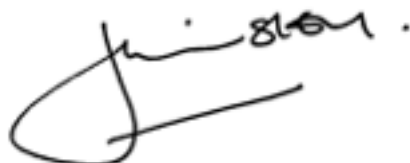
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	<ul style="list-style-type: none"> <li>In terms of income there had been an increase in nursery uptake, an additional £21k, with funding predicted to be £40,522 for this financial year. There had been a saving in teacher salary costs due to the interim leadership structure, and an anticipated saving in general supply costs, as no budget on supply had been committed until November 2020. A predicted saving in catering charges of between £15k and £20k has been estimated, but this could be offset by a reduction in income from school meals, NYCC Caterers have also lost their contract with Montessori meals. In summary £46k in terms of income and savings.</li> <li>In terms of costs and expenditure, there has been a huge impact on WAC income due to school closure in the summer term, anticipating this year will end in a loss, due to reduced numbers of children accessing the WAC. Spend on Covid19 additional cleaning products cost approximately £1900, projecting another £1k before the end of the financial year.</li> </ul> <p><i>Q: What has the approximate financial impact of Covid cost so far?</i>  <i>A: Probably an estimated loss of £33k. We have had to increase the general learning resource budget by £1k due to the additional cost of individual pupil packs. An increased budget of £1k due to the instalment and ongoing cost of Microsoft Teams, and new Visualizer software to enhance remote learning. We have also increased cleaning costs by £5k, on hand gel, towels and soap. Despite these changes the revised budget is still very positive with a carry forward of £125,200k in 21/22 and £35,600 in 22/23.</i></p> <p><i>Q: Will there be a deficit in Year 3?</i>  <i>A: Yes, but we will continue to turn the situation around, it has been quite remarkable what we have managed to do despite the impact of Covid.</i></p> <p><i>Q: Do we know what the pupil numbers are for September 21 and 22?</i>  <i>A: Yes 30 in September 2021 and 45 in September 2022.</i></p> <p><i>Q: Are we assuming we will still be receiving the PE/Sports Fund?</i>  <i>A: When we know more the budget will need to be amended to take this into account.</i></p> <p><b>Resolved:</b>  <b>That the revised budget be approved and many thanks to Laura Hudson in managing a challenging financial situation so effectively.</b></p>	All
GB 84/20	<p><b><u>To receive a Health and Safety Update:</u></b></p> <p>The SBL reported that Terry Bland, the Senior HandS Adviser had carried out a Health and Safety visit on the 2<sup>nd</sup> November, with only a few points to action, to review the Educational Visits Policy and a review of the lockdown procedure, and to plan a training day for staff in January 2021. It was noted that refresher training had been delivered to all staff on manual handling, fire safety and working at heights. All new risk assessments and procedures were in place and located on SharePoint. The next visit will be a full visual inspection. The Chair wished to thank the SBL for doing a great job on Health and Safety ensuring the school is a better and safer place to learn and work.</p>	
GB 85/20	<p><b><u>Premises Update:</u></b></p>	

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The SBL reported that so far a total of 75 requests through the MASS scheme had been made, based on an average cost of £250 for a contractor call out, the school had already gained more than spent on the cost of the MASS SLA.

*Q: What kind of requests have been made?*

*A: we have had some expensive repairs completed such as fascia's replaced outside of KS1, a manhole cover replaced in the carpark, boarding under the portakabins replaced, fire doors replaced in the hall, new ceiling tiles fitted, and pond area steps refitted. In addition general improvements have been undertaken, such as doors and window closing mechanisms fixed, locks replaced, radiators and plumbing issues resolved. We are also trying to get fascia's in KS2 replaced. Overall we are definitely getting our moneys worth from the MASS scheme.*

The SBL then reported that a range of other non-MASS related improvements had taken place, such as new signage, decorating, new gates, and new IT equipment all installed within budget.

The Headteacher gave a verbal update on the nursery development, she had held a meeting on the 27<sup>th</sup> October with NYCC and Align regarding a feasibility study for the bungalow refurbishment. It had been very positive with the intention of making use of a SALIX grant to make use of reusable materials and energy saving developments, a grant that could also be potentially used in the future for the whole school.

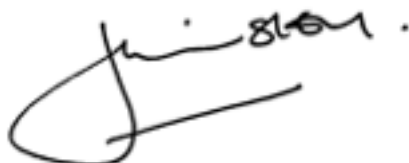
*Q: Is there a number of children we need to make the nursery viable as low birth rates have been reported in the area?*

*A: We can take a maximum of 16 children, and think we will be able to reach the maximum.*

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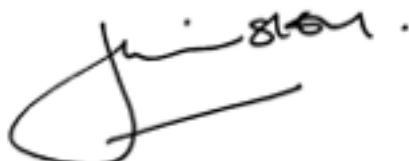
A handwritten signature in black ink, appearing to read 'J. King', with a large loop at the end of the name.

<p><b>GB 86/20</b></p>	<p><b><u>To approve the Daily Mile Track Development:</u></b></p> <p>The SBL reported that due to lack of competitions and out of school sports activities, the school is looking to use some of the Sports premium funding, with the agreement of Governors that is, to install an all-weather footpath within school grounds, in support of the government 'daily mile initiative' to encourage active lifestyles, health and well-being. The procurement process has started and is within budget of £16k, three recommended suppliers have put quotes forward, with quite a range of costings from £21,500 to £15,900.</p> <p>Our recommendation to Governors is that we believe we can get best value for money from Pentagon Play, and overall they are the cheapest as well.</p> <p><i>Q: Has Pentagon Play given you references from similar work they have undertaken, and are you confident they can undertake all aspects of the work compared with the other suppliers?</i></p> <p><i>A: Yes they have provided references and all aspects of the work will be covered by them. We will also be getting design support from NYCC.</i></p> <p><i>Q: How long is the installation guaranteed for?</i></p> <p><i>A: It is for ten years, artificial grass to match the existing field, and annual inspections will also be carried out by external specialists.</i></p> <p><i>Q: When is it planned to complete?</i></p> <p><i>A: Originally it was planned to complete in March 2021, but due to the size of the track, Richmond Council require planning permission which could take 8 to 12 weeks to be agreed, the cost of planning is £259; we are hoping for a decision about January February time, but this could mean that the work may not get started in this financial year.</i></p> <p><i>Q: If planning permission is an issue, have you got contingencies in place?</i></p> <p><i>A: NYCC don't anticipate there being any issues.</i></p> <p><b>Resolved:</b></p> <p><b>That Governors gave their support and approval to the development being in the best interest of the health and well-being of pupils.</b></p> <p><b>The Chair on behalf of all Governors gave thanks to the SBL, Laura Hudson for the work she had undertaken.</b> (LH left the meeting at 18.47)</p>	<p><b>All</b></p>
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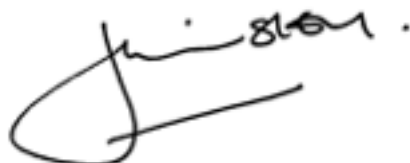
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<p><b>GB 87/20</b></p>	<p><b><u>To receive an update on Performance Management and Pay decisions:</u></b></p> <p>The Chair informed Governors that a Performance Management Committee comprising of Kathleen Bradley, Lucinda Kirk and the Chair had taken place with the School Improvement Adviser Donna Makepeace. It had been a very thorough meeting following LA guidance on how staff had performed in very difficult times. The following key decisions were noted:</p> <ul style="list-style-type: none"> <li>• Due to very competent management and leadership the Headteacher would move up one point on the pay scale.</li> <li>• Two mainscale teachers were eligible to move up one point on their pay scale.</li> <li>• Most TAs were already at the top of their payscale.</li> <li>• It was agreed that this item did not need to be confidential.</li> </ul> <p>To note: (Rev Kathleen Wood joined the meeting at 18.52)</p>	
<p><b>GB 88/20</b></p>	<p><b><u>To receive a staffing update:</u></b></p> <p>The Headteacher reported that there had been very few significant changes since the last update, but a GTA for EYFS had been appointed via a virtual recruitment panel.</p>	
<p><b>GB 89/20</b></p>	<p><b><u>To approve the following policies:</u></b></p> <p>Link Governors had been requested to consider each relevant policy and highlight key aspects that had informed their recommendations.</p> <p><b>a) Attendance Management Policy-</b> JA explained that this was a NYCC policy that had not changed a great deal since the previous year. His main point was whether staff had been consulted ,and was it generally supportive of staff; it was felt that the triggers were clear and fit for purpose, and should be recommended for adoption. <b>Resolved:</b> <b>The Attendance Management Policy would be adopted and a consultation with staff would take place in the future.</b></p> <p><b>b) Budget Management Policy-</b> LC reported that the policy had been informed by the LMS School Financial Management Manual, noting that there was a requirement to have three supplier tenders for spend thresholds above £10k, and a spend limit for the HT of £5k;asking her if that was still adequate. The HT agreed it was still an appropriate amount. <b>Resolved:</b> <b>The Budget Management Policy would be adopted and reviewed on an annual basis.</b></p> <p><b>c) Complaints Procedure-</b> NS explained that the new DfE recommended two stage procedure and timescales was clear and that sample templates helped to support the process, as there were no apparent anomalies, she recommended that it should be approved for adoption, ensuring it was placed on the school website and noticeboards. <b>Resolved:</b> <b>The Complaints Procedure would be adopted and placed on the school website.</b></p>	<p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p>

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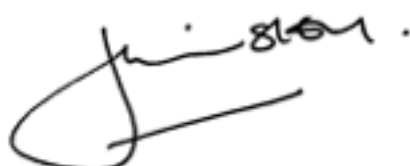
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	<p><b>d) Recruitment and Selection Policy-</b> KB explained it was a NYCC recommended policy and very thorough in covering everything that Governors would need to consider if involved in a recruitment selection process, and therefore recommended for approval and adoption.  <b>Resolved:</b>  <b>The Recruitment and Selection Policy would be approved and adopted.</b></p> <p><b>e) Child Protection and Safeguarding Policies-</b> NH reported that she had reviewed and recommended for adoption with two changes, that all staff training should be updated and that reference to Susan Gardner’s name should be replaced by Sharon Stevenson.  <b>Resolved:</b>  <b>The Child Protection and Safeguarding Policies should be adopted subject to the changes required.</b></p> <p><b>f) Information Policy-</b> JS reported that it did comply with general data regulations about all information, including GDPR and Protection regulations. It was noted that the school was required to appoint a Data Protection Officer (DPO) to report any breaches, the Headteacher had been identified as the DPO. JS recommended that the policy should be adopted.  <b>Resolved:</b>  <b>The Information Policy should be approved for adoption.</b></p> <p><b>g) Information Governance Framework-</b> JS explained that the Framework showed a flow diagram that demonstrated how all information should be reported, and proposed that it should be approved and adopted.  <b>Resolved:</b>  <b>That the Information Governance Framework should be adopted.</b></p> <p><b>h) Pay Policy-</b> the Chair informed Governors that the Policy reflected the recent structure, but NYCC was still waiting for the financial settlement before making changes, in summary it includes the current leadership structure, no unqualified teachers and no SEN allowances. It was proposed that the policy should be approved for one academic year, with a review in the summer term.  <b>Resolved:</b>  <b>That the Pay Policy be adopted, but reviewed in the summer term.</b></p> <p><b>i) School Medical Policy-</b> KW explained that the policy emphasised the importance of staff training particularly in recording and reporting on those children with particular individual care and health plans. It emphasised the importance of dignity and a strong dialogue between school and home. It was recommended that the policy should be approved and adopted.  <b>Resolved:</b>  <b>That the School Medical Policy be adopted.</b></p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
<b>PART C– HOLDING THE HEADTEACHER TO ACCOUNT</b>		
<b>GB</b>	<b>Verbal Update on Covid 19:</b>	

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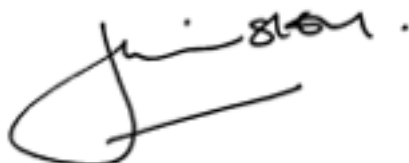




<p>90/20</p>	<p>The Headteacher was invited to give an update on how the school was managing with the challenges of Covid 19.</p> <p><b>Key curriculum headlines.</b></p> <ul style="list-style-type: none"> <li>• Baseline summative assessments have taken place and a robust gap analysis has been undertaken to identify those children learning under their predicted potential in curriculum terms, as SEND or Pupil Premium children. In consultation with staff we have looked at how these gaps can be resolved at individual pupil and year group levels. There will be a meeting next term to consider how 'catch-up' funding can be best used and reported on.</li> <li>• Staff training in IT is taking place and iPads have been made available to pupils without this support. Thanks were given to JS for the huge amount of work she has done in developing IT resources to support remote learning.</li> <li>• Non-Covid attendance is better than last year, 97.6% this term, there have been improvements in attendance for Pupil Premium children, and fewer illnesses for all pupils.</li> <li>• We are getting lots of support from parents, working together in partnership to make things happen and keep attendance high.</li> </ul> <p><b>Key challenges:</b></p> <ul style="list-style-type: none"> <li>• To ensure staff and pupils and families are working together as a whole school community.</li> <li>• Only one bubble had had to close, and most visitors are compliant and supportive.</li> <li>• There has been an increase in staff absence through 'track and trace', but we have managed the staffing with some supply support and moving staff around to be where they are most needed, which has resulted in additional time and stress.</li> <li>• Some staff have the additional challenge of having their own children at home doing remote learning-very stressful.</li> <li>• Ensuring that children and families are kept informed and contact maintained.</li> <li>• How can school improvement be monitored at the same time as keeping staff and pupils safe, it is a difficult balance to maintain, and sometimes a judgement call has to be made on what is the best approach to take.</li> <li>• The key leadership challenge is managing the increase in health and well-being issues.</li> </ul> <p><b>Governor comments:</b></p> <ul style="list-style-type: none"> <li>• <i>'You are doing an amazing job Sharon, we really do appreciate all you are doing-thank you'.</i></li> <li>• <i>'Your fire fighting to keep emotional health and well-being a priority as well as pupil achievement is a difficult balance to maintain'.</i></li> <li>• <i>Q: What can Governors do to help and support? A: Trust in leadership and the staff team'.</i></li> <li>• <i>'Without the trust of parents' attendance rates would not be so good, a real team effort, your team approach is really paying off'.</i></li> <li>• <i>'We do try and keep a family approach, growing together in partnership and mutual respect'.</i></li> </ul>	
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	<ul style="list-style-type: none"> <li>• <i>'There has been a real turnaround in vision and ethos, very positive and inspirational in such difficult times-thank you for your commitment'.</i></li> </ul>	
<b>GB 91/20</b>	<p><b><u>Closing Remarks:</u></b> The Chair thanked Les Cutter for his commitment to the school and wished him well in his future life, Les said it had been a privilege, and hoped he may be able to attend the next meeting in January before leaving the area.</p> <p>The Chair thanked all Governors and staff in the school for their support and wished everyone a happy and restful Christmas break. There being no further business the meeting was closed at 7.30pm.</p>	
<p><b>The date of the next FGB meeting will be held on Monday the 25<sup>th</sup> January 2021 at 5.30pm.</b></p> <p><b>Please send apologies to the Clerk Pat Gale:</b> <a href="mailto:Pat.gale@northyorks.gov.uk">Pat.gale@northyorks.gov.uk</a>;</p> <p><b>Or 07793 846 441</b></p>		
<p>Please note: The colour coding above links to the three key roles of governance questioning; <b>RED</b> for 'setting strategic direction', <b>BLUE</b> for 'holding Headteacher to account for educational performance' <b>GREEN</b> for 'ensuring financial health, probity and value for money'.</p>		

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