

**Minutes of a meeting of the Full Governing Board (FGB) of  
Richmond Methodist Primary School  
Held at the school on Monday 20<sup>th</sup> September 2021 at 5.30pm.**

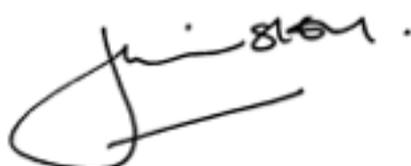
**Present:**  
Jan Linsley (Chair), Sharon Stevenson (Headteacher), Scott Woodhead (SW),  
Rev Kathleen Wood (KW), Nicola Scrafton (NS), John Armitage (JA) and Julie Swinbank (JS).

**In attendance:**  
Caroline Dawson (Foundation Governor designate)  
Pat Gale (NYCC Clerk to Governors)

Minute No.		Action
<b>PART A – PROCEDURAL</b>		
<b>GB 64/21</b>	<p><b><u>Welcome, introductions and an Opening Prayer:</u></b></p> <p>The Chair invited the Rev. Kathleen Wood to give an opening prayer which focused on the year ahead and the need for Governors to continue ‘doing all the good we can’, emphasising the important qualities of grace, energy, resilience and wisdom in supporting the work of the new academic year ahead; hoping that Governors unable to attend the meeting were all well.</p> <p>The Chair thanked KW for setting the scene and context and welcomed the newly appointed Foundation Governor, Caroline Dawson, to the meeting, Governors introduced themselves and gave her a very warm welcome to an actual rather than virtual meeting.</p>	
<b>GB 65/21</b>	<p><b><u>Apologies for Absence :</u></b></p> <p>Apologies had been received and consented to from Nickey Hebb, Lucinda Kirk, Kathleen Bradley and Scott Woodhead.</p>	
<b>GB 66/21</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 for 2021/22 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>	
<b>GB 67/21</b>	<p><b><u>Confidentiality issues:</u></b></p> <p>None declared.</p>	
<b>GB 68/21</b>	<p><b><u>Notification of urgent other business:</u></b></p> <p>None declared.</p>	
<b>GB 69/21</b>	<p><b><u>To confirm the agreement to the RMS Instrument of Government:</u></b></p> <p>Governors had been circulated with the Instrument of Government and reminded that this was an annual process to confirm that the instrument was still fit for purpose.</p>	

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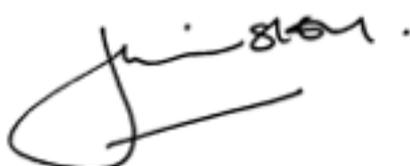


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	<p><b>Resolved:</b>  <b>That the RMS Instrument of Government was fit for purpose for the 2021/22 academic year.</b></p> <p>The Chair explained that there were two Parent Governor vacancies, which would require an election process to be carried out, the HT explained that she was in discussion with the NYCC Governance Team, as to whether any schools had carried out electronic elections before the process was introduced to parents.</p> <p><b>Action:</b>  <b>a) To establish an appropriate process for Parent Governor elections.</b>                  The Chair explained that one of the Parent Governor vacancies had been taken by Lucinda Kirk (LK), but as she no longer had children at the school, it was thought that she would be an ideal potential candidate for the role of Local Authority Governor (also a current vacancy).  <b>Action:</b>  <b>b) The Chair to contact LK to ask for a response to the proposal by the end of September 2021.</b>                  It was noted that the role of Associate Governor currently undertaken by NH would expire on the 27<sup>th</sup> September 2021, Governors agreed that, if willing, NH should be asked to continue in this designated role for a further year.  <b>Action:</b>  <b>c)The Chair to contact NH and ask if she was willing to continue as Associate Governor for a further term of one year, from the 26<sup>th</sup> September 2021.</b></p>	<p>All</p> <p>HT</p> <p>Chair</p> <p>Chair</p>
<p>GB 70/21</p>	<p><b><u>To adopt the Standing Orders and agree to abide by the revised Code of Conduct:</u></b>  <b>Action:</b>                  It was agreed to put this item on the agenda of the next FGB meeting.</p>	<p>Clerk</p>
<p>GB 71/21</p>	<p><b><u>To adopt the Terms of Reference of the Governing Body:</u></b></p> <p>Governors had been circulated with the Terms of Reference for 2021-22 and proposed membership of statutory committees and named link governors, the Chair explained that at the previous meeting held on the 12<sup>th</sup> July Governors had agreed to retain their respective roles.                  However the following amendments were agreed:</p> <ul style="list-style-type: none"> <li>• The Chair of the Complaints Committee-would be Nicola Scrafton.</li> <li>• Nicola Hebb would chair the Appeals Committee, and Governors would volunteer to join the Committee, subject to there being no conflict of interest and attendance availability.</li> </ul> <p><b>Resolved:</b>  <b>That the Terms of Reference be adopted subject to the above amendments.</b></p> <p><b>Action:</b>  <b>The Headteacher confirmed that she would ensure school leads contact link Governors to arrange meetings and monitoring opportunities.</b></p>	<p>All/ Clerk</p> <p>HT</p>

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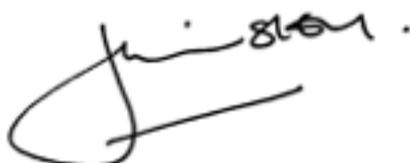


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<p><b>GB 72/21</b></p>	<p><b><u>To approve the Governing Body 2020/21 Annual Statement:</u></b></p> <p>Governors had been circulated with the Statement and approval was given for it to be published on the school website.</p> <p><b>Resolved:</b> <b>The 2020/21 Annual Statement was approved by Governors for publication.</b></p>	<p><b>All</b></p>
<p><b>GB 73/21</b></p>	<p><b><u>To confirm the scheme of delegation to the Headteacher as outlined in the Budget Management Policy:</u></b></p> <p>Governors agreed to a financial spend limit of £5k for the Headteacher to authorise, and the Budget Management Policy would be reviewed for approval at the next meeting of the FGB.</p> <p><b>Resolved:</b> <b>The scheme of delegation to the Headteacher was confirmed as a financial spend limit of £5k.</b></p>	<p><b>All</b></p>
<p><b>GB 74/21</b></p>	<p><b><u>To approve the minutes of the last virtual FGB meeting held on the 12<sup>th</sup> July 2021:</u></b></p> <p>Governors agreed they were an accurate record of the meeting and should be approved.</p> <p><b>Resolved:</b> <b>The minutes of the FGB meeting held on the 12<sup>th</sup> July 2021 should be approved, signed and dated by the Chair.</b></p>	<p><b>All</b></p>
<p><b>GB 75/21</b></p>	<p><b><u>Matters Arising:</u></b></p> <p><b>GB 56/21a)</b> - potential Governor involvement in half termly MSA meetings would be discussed with Debbie Kipling, in raising the profile of governance with this team of staff.</p> <p><b>GB 56/21b)</b> – NS reported that a small working group involving NH,KW and herself had drafted a list of contents for a RMS Induction pack for new Governors. The pack would be electronic and include national as well as RMS specific information, such as the DfE Governors Handbook, a summary of abbreviations, an induction checklist, a letter of introduction to the school from the HT and Chair, a list of school staff, recent Ofsted and SIAMS reports, information on Governor Monitoring and Finance, and records of recent School Council meetings. NS asked how the pack would be constructed and the Headteacher proposed that the list of items should be sent to Laura Hudson, the SBL, so it could be located on SharePoint.</p> <p><b>Action:</b> <b>NS to send the list of content for the induction pack to LH.</b></p> <p><i>Q: How do Governors receive information on available training?</i></p>	<p><b>HT</b></p> <p><b>NS/LH</b></p>

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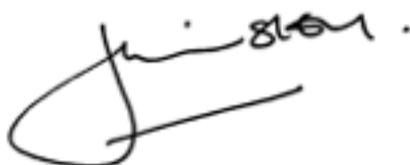
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	<p><i>A: The Clerk usually sends newsletters from NYCC on potential opportunities, together with information from MAST.</i></p> <p>The Chair thanked Nicola Scrafton and KW and NH, for preparing this valuable resource for new and current Governors.</p> <p><b>GB 61/21-2.1-</b></p> <p><i>Q: Have there been changes to the nursery development since the summer?</i></p> <p><i>A: Surveys are currently being undertaken, and planning permission has been approved, the work can be carried out during term time as the bungalow is not in the actual school building.</i></p>	
<p><b>GB 76/21</b></p>	<p><b><u>To confirm the dates of the future meetings for 2021/22:</u></b></p> <p>A schedule of dates had been circulated and agreed, and hopefully future meetings would continue to take place in the school.</p> <p><b>Date of the next meeting: Monday 15<sup>th</sup> November 2021 at 5pm for networking, with an Ofsted training on-line presentation starting at 5.15pm followed by the business meeting which will focus on Resources.</b></p>	<p><b>All</b></p>
<p><b>PART 'B'- EDUCATIONAL PERFORMANCE</b></p>		

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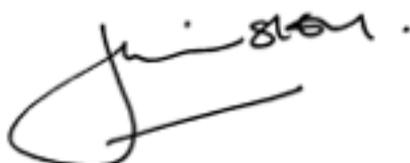
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<p><b>GB</b> <b>77/21</b></p>	<p><b><u>To receive the Headteacher's Report:</u></b></p> <p>The Headteacher was invited to give a verbal update to Governors on the return of pupils to school.</p> <ul style="list-style-type: none"> <li> <p><b>Covid Issues-</b> the school has continued to have staggered starts and finishes to lunch and break times in managing pupil safety and maintaining a calm atmosphere in and around school. All enrichment activities have been reintroduced including football and gardening, making school a real community again. A positive welcome for new starters has taken place and some Year 7 pupils have called into school en route to their new schools. Day 1 was fine, but two covid cases were reported on Day 2, one member of staff has yet to be double-vaccinated and therefore was required to self-isolate. Lateral Flow testing takes place twice a week, and attendance is strong, so a really positive start to the new academic year. The external adviser has reviewed safeguarding and has confirmed that it is still a strength of the school. Masks are no longer needed but some parents and grandparents continue to do so, hand washing and additional cleaning continue to be emphasised.</p> <p><i>Q: What measures are in place for ensuring appropriate ventilation?</i>  <i>A: We open high level windows and we can prop open doors.</i>  <i>Q: Does the risk assessment for fire safety need updating as a result?</i>  <i>A: Laura Hudson is meeting with the HandS adviser on the 30<sup>th</sup> September so this will be discussed then.</i>  <i>Q: When will school have to start using CO2 monitors to help with ventilation?</i>  <i>A: The Health and Safety Adviser will carry out a risk assessment and support the introduction, but we have no further information at the moment, however we do know there will not be any additional funding to support the implementation.</i>  <i>Q: Have you continued to use hand sanitisers?</i>  <i>A: Yes, it has become routine.</i>  <i>Q: Are there any implications for the budget?</i>  <i>A: Not significantly, but we are monitoring the impact.</i></p> </li> <li> <p><b>Changes to KCSiE-</b>it was noted that changes had been made and NYCC have recommended that Governors should read the NSPCC guidance and read and understand Parts 1 and 2 and Appendix A of the revised KCSiE guidance.</p> <p><i>Governor comment:</i>  <i>I do think the new signing in arrangements in reception are very good, instilling confidence in safeguarding around the entry and exit of school.</i></p> <p><b>Action:</b>  <b>Governors should read the KCSiE and NYCC guidance, and sign a register to say that they had done this will be completed at the next meeting.</b></p> <p>Safeguarding training had been delivered to staff on the 6<sup>th</sup> September training day, and it was proposed that a training opportunity should be arranged for Governors.</p> <p><b>Action:</b>  <b>b) A training session on safeguarding will be offered to Governors, LH will circulate some potential dates for the clerk to circulate.</b></p> </li> </ul>	<p><b>All</b></p> <p><b>SBL/ Clerk</b></p>
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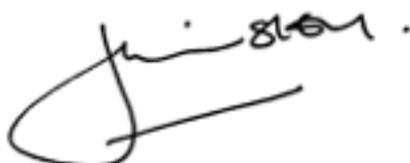
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	<ul style="list-style-type: none"> <li>• <b>How have the children settled back into school?</b> Governors agreed this had been covered by the Covid update, and that it had been a positive experience.</li> <li>• <b><u>Performance of the school and its pupils:</u></b> The Headteacher explained that her feedback was based on the end of 2021 year data, showing the following headlines: *A good deal of transition support had been given by JS and staff to parents and children, only two families at a time were involved in school visits. *There has been lots of teamwork, children have been given time to get to know one another again, and they do seem more relaxed, despite a massive impact on mental health and well-being. <i>Q: Has good use been made of the sensory room?</i> <i>A: Yes, especially by children who have found it difficult to transition back into school.</i> *Staff are now managing their classroom learning environments in a more flexible way, which had been restricted during previous lockdowns. Staff will receive support on new teaching practices, for example some new staff had not experienced assemblies before. The school has developed an 'Outbreak Management Plan' as part of the ongoing risk assessment process and it is in place. <i>Q: What defines an 'outbreak'?</i> <i>A: Where five children (with related transmission) or 10% of pupils are diagnosed with covid. We will then have to return to 'bubbles' again.</i> <i>Q: So how did the children do and how do we know?</i> <i>A: We are using Insight a new tracking tool, which helps to dig deep into the data. School has moved away from Target Tracker, our previous system. We will need to know what data Governors want in supporting their role.</i> <i>Q: We would want to see in year progress by Spring 1 on where pupils have got to, will the School Improvement Plan (SIP) demonstrate that?</i> <i>A: It should do, I have circulated the SIP for 2021-22, so suggest we look at that now.</i></li> </ul> <p>The Chair wished to thank the Headteacher and staff for the positive way in which children had returned to school after lockdowns and the summer break.</p>	
<p><b>GB 78/21</b></p>	<p><b><u>To receive the School Improvement Plan (SIP) for 2021-22:</u></b></p> <p>Governors had been previously circulated with the SIP and the HT shared the following headlines:</p> <ul style="list-style-type: none"> <li>• The SIP is a long term plan but will be regularly updated and reviewed.</li> <li>• <b>Priority 1-</b> the four objectives aim to embed our two-year sequential curriculum by blocking foundation subjects and through a planning sequence of recalls and knowledge checks to deepen and extend pupil's understanding, so that key connected knowledge is embedded into long term memory. <i>Q: With the emphasis being on 'remembering and recall' should Governors have more regular exposure to the learning experiences?</i></li> </ul>	

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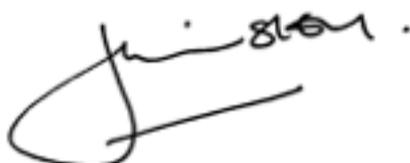


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	<p><i>A: We will be receiving data regularly, and for some Link Governors there will be a clear role in reviewing Priority 1 objectives on the quality of education.</i></p> <p><i>Q: Will the activities undertaken by Link Governors be the same or bespoke to each subject?</i></p> <p><i>A: There may be some minor differences with a schedule for each subject, allowing Governors to be more hands-on in their role of supporting and challenging.</i></p> <p><i>Q: Will Link Governors need to undertake these visits at certain times of the day, as it may not always be feasible for Governors who are working full time.</i></p> <p><i>A: Lead subject staff will contact their Link Governor to arrange the most mutually satisfactory arrangements. We will also receive Ofsted training to support this role on the 15<sup>th</sup> November at the start of our FGB meeting.</i></p> <p><b>Action:</b></p> <p><b>a)To agree the best communication channels for Link Governors and their subject leads.</b></p> <ul style="list-style-type: none"> <li>• <b>Objective 2</b> - to improve the quality of education by ensuring that more opportunities for active and outdoor learning are embedded across the curriculum, in support of the physical, mental health and well-being of pupils and staff.</li> <li>• <b>Objective 3-</b> focuses on the improvement of the quality of teaching, learning and assessment of Maths, which is a key priority for the school.</li> <li>• <b>Objective 4 –</b> to improve the quality of teaching, learning and assessment of writing, and we have developed a writing improvement action plan.</li> <li>• <b>Priority 2- Objective 5-</b>to consistently embed high expectations of behaviour and attitudes through the school vision of ‘Ready, Mutually Respectful and Safe’, and the 5 pillars of ‘Pivotal Practise’ to ensure behaviour and attitudes are exceptional.</li> <li>• <b>Priority 3-Objective 6-</b>focuses on improving character education, linking our ethos of ‘Doing all the good we can’ with valuing ‘service to others ‘and raising the profile of pupil leadership.</li> <li>• <b>Priority 4-Objective 7-</b>emphasises the importance of leadership and management.</li> </ul> <p><i>Q: What will this involve?</i></p> <p><i>A: We will focus on further developing subject leadership, and ensuring robust and effective CPD is available. Joe Larder is undertaking the NPQSL, and all staff are keen to develop and progress. We will also ensure that staff and Governors are effectively prepared for inspection.</i></p> <p><i>Q: What support will be available for Pupil Leaders?</i></p> <p><i>A:Support will be discussed at Student Council meetings, but we have also arranged for the Head Boy and Girl from Richmond School to work with our pupils, and support the development of our ‘Student Voice’</i></p> <ul style="list-style-type: none"> <li>• <b>Priority 5-Objective 8-</b> aims to improve the quality of education in reading and phonics in the EYFS.</li> </ul> <p><i>Q: Why these particular subjects?</i></p> <p><i>A: These areas were identified as requiring more improvement at the last inspection, and I don’t think the phonics results are strong enough yet. We have invested in a new resource called ‘Little Wandle’, which fits in well with how we teach phonics across the whole school.</i></p> <p><i>Q: Is Little Wandle a scheme?</i></p>	HT
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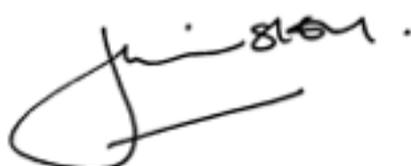


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	<p><i>A: Yes, and has been recommended by the English Hub.</i>  <i>Q: How is it explained to parents?</i>  <i>A: We have explained that we are wanting to retain a language rich curriculum, and information is being offered to parents via parents information evenings. We will be reviewing on a regular basis, which will feed into the SEF, currently being finalised.</i></p> <p>Governors thanked the Headteacher for a useful update on the SIP.  <b>Action:</b>  <b>b) It was agreed that an aspect or objective of the SIP and SEF could be considered at future FGB meetings.</b></p>	<p>HT/ Chair</p>
<p><b>GB 79/21</b></p>	<p><b><u>To approve the following policies:</u></b></p> <p>Governors were asked to consider the following policies that had been located on SharePoint. Relevant Linked Governors had been asked to consider in detail and make a recommendation as to whether a policy should be approved or amended, as follows:</p> <p><b>a) GDPR related policies-</b> NS explained that the policies and procedures had been recommended by NYCC, and mainly followed the same format.</p> <ul style="list-style-type: none"> <li>• <b>Complaints and Privacy Notice-</b>outlined how data should be recorded about anyone who makes a complaint.  <b>Resolved:</b>  <b>That the Complaints and Privacy Notice should be approved and adopted.</b></li> <li>• <b>Employee Privacy Notice-</b> as above.  <b>Resolved:</b>  <b>That the Employee Privacy Notice should be approved and adopted.</b></li> <li>• <b>Information Security Policy-</b>explained who and how the information was monitored by the school.  <b>Resolved:</b>  <b>That the Information Security Policy should be approved and adopted by the school.</b></li> <li>• <b>Records Management Policy-</b> explained how this links with GDPR and provided guidance on working from home, storing information safely and avoiding scams. It also helpfully outlined how to report a breach, when to report a breach and how this is recorded.</li> </ul> <p>NS raised a query about whether the GDPR policies should still be retaining EU in their titles, despite Brexit, and also suggested that these GDPR policies and notices could be summarised in one document, as there were so many similarities and it would be easier to access.</p> <p><b>Resolved:</b>  <b>The Chair confirmed that the title EUGDPR would continue to be retained, as no other national guidance on changes had been issued.</b></p> <p><b>b) Publication Policy–</b> KW had reviewed the policy, explaining that it was a model scheme approved by the Information Commissioner, and in summary included :</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>

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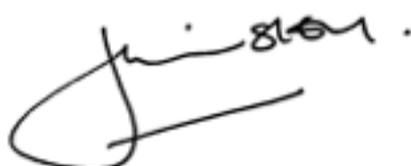
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	<ul style="list-style-type: none"> <li>• What the school commits to.</li> <li>• What the various classes of information are.</li> <li>• How the school makes decisions.</li> </ul> <p>KW recommended that the policy should be adopted.</p> <p><b>Resolved:</b>  <b>That the Publication Policy should be approved and adopted.</b></p> <p><b>c) SEND Policy-</b>in the absence of KB it was proposed that it should be approved as it was a requirement that the policy should be published on the school website at the start of the new academic year; with the proviso that reference to the new sensory room should be included.</p> <p><b>Resolved:</b>  <b>That the SEND Policy be approved subject to the amendment and ratified at the next FGB meeting.</b></p> <p><b>d) Hearings and Appeals Policy-</b> the Chair had reviewed the policy and explained that it related to staff and had been recommended by NYCC HR service. The policy summarised the role, structure and processes leading to a hearing or appeals panel, with reference also made to HR in their LA role and of the Committee Chair. On the basis of this review and NYCC recommendation, Governors agreed it should be approved for adoption.</p> <p><b>Resolved:</b>  <b>That the Hearings and Appeals Policy should be approved and adopted.</b></p> <p><b>e) Child Protection Policy-</b> the Headteacher reported that it was a NYCC statutory model policy, and reviewed annually by the school and Governors.</p> <p><b>Resolved:</b>  <b>That the Child Protection Policy should be approved for adoption.</b></p> <p>The Chair thanked the Governors concerned for the time and thought they had given to the review of relevant policies.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
<p><b>GB 80/21</b></p>	<p><b><u>To receive the NYCC School Improvement newsletter for Governors:</u></b></p> <p>Governors had been circulated with the summer 2021 newsletter, which outlined how schools were now categorised in terms of the level of direct support and related funding they could expect from the local authority. The HT met with the School Improvement Adviser who had judged the school as Grade 2, which would attract 5.5 days a year of support, a further meeting would take place in October to plan ahead for what the resource could be used to benefit the school.</p> <p><i>Q: Rather than be judged twice, why can't the local authority just use the Ofsted rating?</i></p> <p><i>A: Sometimes the Ofsted rating is out of date and the school effectiveness may have changed, so the LA categorisation provides a more up to date grading.</i></p> <p><i>Q: Has our category changed recently?</i></p> <p><i>A: No but the process has changed.</i></p> <p><i>Q: Do you feel it was a supportive process?</i></p>	

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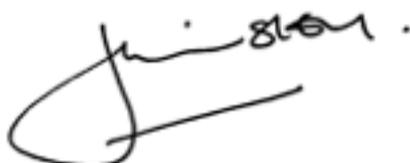


	<p><i>A: Yes, very helpful.</i></p> <p><i>Q: Is the support intended to help the school reach an outstanding judgement.</i></p> <p><i>A: It is very much a partnership dialogue, the LA has a good understanding of the school and our standards, so we would be surprised if there were any surprises, but gives us confidence in moving forward, and we will be reporting back to Governors.</i></p>	
<b>PART C– FINANCIAL PERFORMANCE</b>		
<b>GB 81/21</b>	<p><b><u>To receive a Health and Safety Update:</u></b></p> <p>The Headteacher reported that there had been no further Health and Safety updates, but a monitoring visit would take place on the 30<sup>th</sup> September between 09.30 and 14.00, undertaken by Terry Bland (NYCC HandS adviser), Scott Woodhead, the Link H&amp;S Governor, the SBL and Caretaker.</p> <p><b>Action:</b></p> <p><b>To report back at the next FGB meeting.</b></p>	<b>SBL/ SW</b>
<b>GB 82/21</b>	<p><b><u>To receive a Premises Update:</u></b></p> <p>Governors were invited to see updates to premises during the tour of the school at the start of the meeting. The Headteacher reported that work in improving and maintaining the school premises was ongoing, with the bungalow changes and delivery of furniture for KS2 would be taking place over the October half term; further work on the fascias at the back of the school still needed to be done.</p>	
<b>GB 83/21</b>	<p><b><u>A Budget Update:</u></b></p> <p>The SBL had circulated monitoring reports for August 2021 for information, but a more detailed budget report would be discussed on the 15<sup>th</sup> November 2021 agenda.</p>	
<b>PART D-OTHER BUSINESS</b>		
<b>GB 84/21</b>	<p><b><u>Other Business:</u></b></p> <p>None declared.</p>	
<b>GB 85/21</b>	<p><b><u>The Chair asked those Governors present :</u></b></p> <p><b><i>What impact have Governors made on the learning experience of pupils in the school as a result of this meeting?</i></b></p> <ul style="list-style-type: none"> <li>• Governors demonstrated they know the school really well.</li> </ul>	

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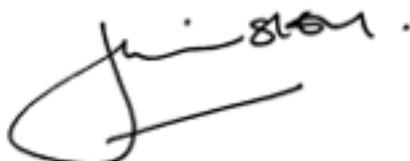
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	<ul style="list-style-type: none"><li>• The Headteacher was held to account regarding data reporting and evidence of school improvement.</li><li>• Governors supported compliance with policies, including GDPR, Child Protection and SEND.</li></ul> <p>There being no further business, the Chair thanked the Governors, HT and all staff for their contributions and commitment to the school, and closed the meeting at 19.45.</p>	
<p><b>The date of the next FGB meeting will be held on Monday the 15<sup>th</sup> November 2021 at 5pm for networking, and a training session at 5.15pm followed by the business meeting.</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>		

Sign:

Date:

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