

**Minutes of a meeting of the Full Governing Board (FGB) of Richmond Methodist Primary School held at the school on Monday 23<sup>rd</sup> January 2023 at 5.30 pm**

**Present:** Sharon Stevenson (Headteacher), Rev.Kathleen Wood (KW), Nicola Hebb (NH), John Armitage (JA), Caroline Dawson(CD), Julie Swinbank (JS) and Kate Pepperrell (KP)

**Apologies:** Nicola Scafton (NS), Jan Linsley (Chair) (JL) and Kathleen Bradley (KB)

**Non-Attendance:** Scott Woodhead

**In attendance:** Susan Welch (Maths Lead), Joe Larder (Sport Premium), Natasha Wood (Pupil Premium) and Julie Doyle (NYCC Clerk to Governors)

Minute No.	PART 'A'-PROCEDURAL	Action
GB 01/23	<p><b><u>Opening thought and Prayer</u></b></p> <p>The Vice Chair, Nicola opened the meeting at 5.30pm with a prayer, welcoming everyone and explained that subject leaders Susan Welch, Joe Larder and Natasha Wood have joined the meeting to give Governors updates.</p> <p><b>Kate Pepperrell joined the meeting at 5.35pm</b></p>	
<b>Part B – Education</b>		
GB 02/23	<p><b><u>Review of SIP Objectives 2.1 Maths</u></b></p> <p>Susan Welch gave Governors an update on where the school is on Maths:</p> <ul style="list-style-type: none"> <li>• The school have moved to using the booklets.</li> <li>• The White Rose Maths scheme is in place which breaks the curriculum down in to small steps.</li> <li>• This is supplemented where necessary with other resources, to deepen or support learning.</li> <li>• Pupils are following NCETM programme. Mastering Numbers and have developed a whole school overview of fluency objectives to support teaching.</li> </ul> <p>Maths Action Plan</p> <ul style="list-style-type: none"> <li>• Improve the quality of teaching, learning and assessment in Maths.</li> <li>• Identify and address underachievement, particularly for disadvantaged and SEN pupils, with a focus on pupils in Year 2 and 3.</li> </ul> <p>Next Steps</p> <ul style="list-style-type: none"> <li>• Use the Mental Maths framework to support fluency sessions.</li> <li>• Adjusting our pre-unit assessment schedule.</li> <li>• To continue to develop staff expertise in teaching for mastery, discussing variation and mathematical thinking.</li> </ul> <p><b>Governor Question (GQ): Where does School lead tutoring fit in for Maths?</b> Not for Maths, we have got groups in and catch up focusing for Maths. Tutoring lead is focusing on Maths.</p>	

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	<p>Sharon explained there has been a lot of continuing professional development around Maths this year, teachers have found this interesting, and it has had an instant impact. There has been really good feedback and the Teaching Assistants (TA) are seeing how they are fitting in.</p> <p>Governors thanked Susan for her update.</p> <p><b>Susan left the meeting at 5.50pm</b></p>	
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### Part C – Resources

**GB  
03/23**

#### **Resource Update**

##### Sports Premium

The Sports Premium funding for 21/22 and 22/23 were circulated to all Governors prior to the meeting and Joe highlighted the following areas:

##### Sports Premium Funding for the academic year 2021/2022

- To provide more opportunities for organised PE and school sport within the school day and after school – Coaching is purchased via Mike Layfield, which gives high quality coaching, teaching and training for the staff at the same time. The training of the staff has not had the impact as planned, due to the time needed.
- For children to participate in competitive sports – the KS2 girls have reached the North Yorkshire finals and a number of the teams have joined a local club.
- To provide a wider breadth of activities for children to take part in – purchased additional equipment for pupils to use.
- To offer staff the opportunity to develop their skills in the teaching of PE.
- To up skill teachers in areas of the curriculum
- To provide transportation for children participating in a wide variety of events - transportation costs are lower, as there have been a number of local events which children have been able to walk to.
- To develop Sport's Leader Award in school – they lead the Easter sports event which was a success.
- To use PE and sport as a tool for whole-school improvement and to support the training of teachers and support staff including resources e.g. TOPS cards.
- Purchase of complete PE package.
- To ensure that all children meet the National Curriculum's Swimming standards requirement.
- To provide high quality equipment – additional equipment has been purchased for pupils to use.

##### Sports Premium Funding for the academic year 2022/2023

- To provide more opportunities for organised PE and school sport within the school day and after school – continued to purchase coaching as the standard is high and pupils enjoy it.
- For children to participate in competitive sport.
- To provide a wider breadth of activities for children to take part in.
- To offer staff the opportunity to develop their skills in the teaching of PE - PE on a page which Ofsted found interesting and provided to another school.
- To provide transport for children to participate in a wide variety of events.
- To ensure that all children meet the National Curriculum's Swimming standards requirement.

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- To provide high quality equipment – maintaining the Moki bands as they have had a big impact.
- To engage all pupils in regular physical activity – to continue outdoor play and learning to support 60 active minutes a day.
- Cycling for all.

**GQ: The percentage of clubs; is this higher than you wanted?** It is higher this year, last year it was 40%. Staff are really willing and want to lead activities, but we are fighting for space in the school.

Governors thanked Joe for his update and can see how sports premium is having an impact on all pupils.

**Joe left the meeting at 6.05pm**

#### Pupil Premium Update

The Pupil Premium Strategy Statement 2021-2024 was circulated to all Governors prior to the meeting and Natasha highlighted the following areas:

There are 53 pupils, 18% eligible for Pupil Premium, 7 pupils are on the SEND register.

69% of Pupil Premium pupils have Free School meals, 31% Service Pupils, 1 Looked after pupil and 7% English as another Language.

2 out of 3 pupils are Pupil Premium supported.

All teaching staff are aware of which pupils are Pupil Premium within the classes or band to ensure quality first support.

Objectives:

- All pupils achieve the expected standard.
- Rising attainment.
- Improving attendance.
- Support mental health.
- Support Maths attainment.

Using funding:

- School leaders - keep up, catch up and rapid catch-up groups.
- Additional small groups set up.
- Additional 7 Ukraine pupils – speak Russian and Ukrainian and reads with pupils and works with them.
- Interventions for English.
- Booster groups for writing and Maths – Year 1 to Year 6.
- Check-in, monitoring takes place as pupils make accelerated progress they moved out of group and new pupils move in.
- 62% pupils have 1:1 support or access small group teaching.
- Attendance for Pupil Premium is 94.2% none disadvantaged is 94.7%.
- 2 Pupil Premium pupils have low attendance, the school is working closely with families and outside agencies to support.
- Mental Health - more pupils have attended the Forest School sessions.
- Staff CPD has been increased.
- 7 pupils on the SEN register will often have adult support or soft start for certain activities.
- Behaviour charts in place.

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	<ul style="list-style-type: none"> <li>• More pastoral staff outside on a lunchtime, including the Headteacher and extra MSA to support behaviour and mental health and wellbeing.</li> <li>• Burley Woodhead group – already been in English specialist – fluent in Maths and going for a similar approach in KS2 reading so they can focus on the comprehension.</li> <li>• 30% of Pupil Premium pupils access after school club.</li> </ul> <p><b>GQ: How do you get attendance to such a high standard?</b> It is several things, Sharon is on the gate each morning, knows each child by name, giving everyone a warm welcome and developed relationships with pupils and families. All staff know their pupils and families. There is an exciting curriculum to encourage pupils to attend school. There is face to face conversation to offer support, with early identification. It is a big strategy but with a positive picture.</p> <p>The Pupil Premium Strategy is around quality first teaching, considering the challenges, families, refugee, early intervention, targeted support, all staff supporting and sharing the responsibility for this strategy.</p> <p>Sharon is working with other Headteachers to pull the new attendance policy together.</p> <p><b>GQ: What is definition of disadvantage?</b> Service pupils are not classed as disadvantaged, it is pupils who have had or have Free School Meals.</p> <p>Governors thanked Natasha for her detailed update.</p> <p><b>Natasha left the meeting at 6.25pm</b></p>	
<b>PART A – PROCEDURAL</b>		
<b>GB 04/23</b>	<p><b><u>Apologies for absence:</u></b> Apologies and reasons for absence had been received from Nicola Scrafton, Kathleen Bradley and Jan Linsley and were consented to.</p>	
<b>GB 05/23</b>	<p><b><u>Declarations of Interest:</u></b> There were no declarations of interest at this point in the meeting.</p>	
<b>GB 06/23</b>	<p><b><u>Confidentiality Issues:</u></b> There were no confidential items at this point in the meeting.</p>	
<b>GB 07/23</b>	<p><b><u>Notification of urgent other business:</u></b> There was no urgent business at this point in the meeting.</p>	
<b>GB 08/23</b>	<p><b><u>To approve as a correct record the minutes of the FGB meeting held on the 21<sup>st</sup> November 2022:</u></b> The minutes from the FGB meeting held on 21<sup>st</sup> November 2022 were circulated to all Governors prior to the meeting.</p> <p><b><u>Resolved:</u></b> The minutes were approved as a correct record of the meeting.</p>	



<p><b>GB 09/23</b></p>	<p><b><u>Matters Arising from the minutes not covered by the agenda:</u></b></p> <p>Previous Actions:</p> <ul style="list-style-type: none"> <li>• Governors to identify three learning points/short paragraphs from the round robin discussions with subject leaders to the Chair – completed.</li> <li>• To consider whether the school should set up a working group to consider potential income generation opportunities - Sharon is working with Zoe Pick, reviewing options around a sport club during the Easter holiday and are investigating if the staff would be willing to provide additional summer camps, which may be able to generate some income. Governors were welcome to bring further ideas to be looked in to.</li> </ul> <p><b>GQ: Have you consider hiring the hall out?</b> The hall is in used and we are struggling for space, it could be hired out during the holiday and evening. Rainbows use the hall on an evening.</p> <p>Governors discussed if the income would outweigh the cost, with energy and staff needed to lock up as there is no caretaker at present.</p> <p><b>Governor Comment (GC) - Families are interested in reasonable priced childcare for holidays.</b></p> <p><b>GQ: Have you considered the recycling bins for second-hand clothes, which pay per tonne?</b> No.</p> <p><b>GQ: Would that generate a reasonable income?</b> The bin is located on the school site for anyone to use to put clothes in, which goes to charity and what can't be used is recycled. It brings in hundreds not thousands of pounds every 6 months and is advertised via social media.</p> <p>Governors agreed to include raising income as a standard item on agenda.</p> <ul style="list-style-type: none"> <li>• That the Vice Chair NH would Chair the meeting on the 23<sup>rd</sup> January 2023 in absence of the Chair – completed.</li> <li>• To review the Health and Safety policy – agenda item.</li> <li>• Chair to raise concerns about the NYCC pay policy with the LA – approved of the policy being put on hold – previously discussed the concerns about the policy.</li> <li>• To consider whether a task and finish group should be established to consider options – agenda item.</li> </ul>	<p><b>Clerk</b></p>
<p><b>GB 10/23</b></p>	<p><b><u>To confirm next meeting</u></b> 6<sup>th</sup> March 2023 at 5pm for a start of the business meeting at 5.30pm.</p>	
<p><b>PART B – Educational Performance</b></p>		
<p><b>GB 11/23</b></p>	<p><b><u>Headteachers Update:</u></b></p> <p><u>Ofsted Update</u> Sharon thanked all the Governors for their support and commitment for the Ofsted visit, talking to inspectors and giving feedback. The update draft report came in 2 weeks ago and was returned with possible amendments to the document, which hasn't been returned yet.</p> <p>Action plan has been shared with Governors and confirmed results.</p>	

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<p>Once the report is confirmed, the positive impact needs to be shared within 5 days and we should celebrate the positivity. Sharon will circulate the report to all Governors as soon as it is received.</p> <p><u>End of Autumn Term Data</u> Education Standards at RMS Autumn 2022 was circulated to Governors prior to the meeting, Sharon invited Governors to ask questions and highlighted the key areas:</p> <ul style="list-style-type: none"> <li>• There is an increase in EAL.</li> <li>• The number of summer-born pupils is high.</li> </ul> <p><b>GQ: Has there been growth in Education Health Care Plans (EHCP)?</b> It is in line with National Average.</p> <p><b>GQ: What does support in year 4 look like, are you doing something different?</b> There are a lot of 1:1 support, phonics, intervention for writing. Social Emotional Mental Health (SEMH) pupils are in this group, we ensure there is nurturing interventions, check-ins, Lego therapy and comic strips. It is not having a negative impact on other pupils in their learning, and we are able to provide that calm learning environment, which Ofsted picked up.</p> <ul style="list-style-type: none"> <li>• Attendance is above National Average for persistent absences.</li> <li>• Pupil Premium and SEN attendance are in line with whole school attendance.</li> <li>• Continuing to improve attendance across the school.</li> </ul> <p><i>Overview of attainment – all pupils autumn 2022</i></p> <ul style="list-style-type: none"> <li>• Pupils are at a better starting point due to the work done last year, the Good Level of Development (GLD) from the previous year and now in a better position with Little Wandle changes.</li> </ul> <p><b>GQ: What are you tracking in a year, are you tracking current position not projecting positions?</b> We are reporting an on-track position – are children on track to achieve the expected standard or greater depth standard. At this point staff are not confident to say pupils are on track and saying pupils are working towards.</p> <p><b>GQ: Are you projecting what pupils will be at by the end of the year?</b> Yes, we use booster group interventions, reviewing pupils that will increase combined scores. Year 6 predictions 67% writing 72% Reading 80% Maths. Staff knowing their pupils really well and are supporting.</p> <p><b>GQ: Is there a particular stream of curriculum that is pulling the figures, a particular focus?</b> Handwriting, transcription and composition. Resilience for writing and high quality support from the English lead is to improve standards. It is a lot of work and not easy to get pupils to where they need to be.</p> <p><b>GQ: Is Year 2 a concern or is it a weaker cohort?</b> It is a slightly weaker cohort, some missed part of their reception year. There are no concerns in the quality of provisions. They are working hard to ensure consistency and quality first teaching is consistent. Monitoring has taken place and there are no concerns.</p> <p><b>GQ: Year 2 will have been the first covid year, it will be interesting to see how long it takes to get back up?</b> Yes, Year 3 and 4 are the covid year as well and will be monitored.</p>	<p>SS</p>
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**GQ: Could the figures be the impact of change of the reading scheme?** Yes, it could be, current Year 2 have been taught phonics on 2 different schemes. There is a lot of support for Year 2 pupils in place.

**GQ: Are you seeing progress?** There is a lot of work to do, staff are on board and identifying the gaps and plugging them together. The staff know our children well.

*Comparison of in year progress for all pupils Reception – Year 6*

There are no concerns and are at the expected scores. Those pupils that were Greater Depth (GD) at the previous year, there is the confidence that these pupils will be at GD again.

*Vulnerable Groups*

Governors are aware of interventions that are in place following subject lead updates and discussed in detail earlier in the meeting.

Sharon explained that there is limited experience in EAL and as part of the School Improvement visit around EAL, Sharon will be arranging to visit another school to look at good practice and make it a priority for September 2023 to be able support these pupils further. Feedback from the EAL families has been really positive, they are wanting their children to make progress. Families and pupils are happy and love the area and been vocal about this.

A Year 6 Ukraine pupil joined a week before the residential and attended it.

Governors discussed how families have settled and are creating a wider life in the area.

*Attainment overview for Pupils in reception*

- Speech and Language has been an issue this year.
- Pupils are writing independently.
- Moderating with another school.
- Focusing on handwriting.

**GQ: Has Little Wandle had an impact on writing?** No, we haven't found this. It doesn't take into account that pupils are not ready to sit and hands are very small. Each session is reading and writing, this is not the case.

**GQ: Do you still do Dough Disco?** Yes, we can be flexible where we do this.

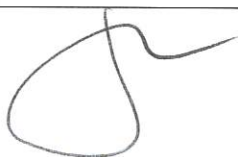
**GQ: Are there any pupils above expected level?** Yes, but we are not expected to have this, it is on our target tracker and passed to Year 1 colleagues, so clear expectation is pass on.

*Safeguarding Audit*

Sharon, Nickey Hebb and Zoe have reviewed the Safeguarding Audit document in detail and Sharon explained to Governors how this is a really useful tool, safeguarding is at the heart of what the school does. Throughout the audit it is graded and Governors have asked robust questions and evidence was given.

**GQ: Is this an internal audit or does someone external come in?** The first part of the audit is internal, but now North Yorkshire County Council (NYCC) will come out to do a visit on Safeguarding.

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	<p>Governors have reviewed this document to approve the latest Safeguarding audit.</p> <p><i>White Paper and Academisation</i></p> <p>Sharon updated Governors that the school bill for academisation has been dropped. The Department of Education (DfE) have confirmed that they still see academisation is the direction of travel for schools.</p> <p>Methodist Academies and Schools Trust (MAST) have sent a letter and MAST handbook to all Headteachers. Kathleen and Sharon attended a webinar and fed back that there was no opportunity for questions or feedback. The Handbook has a timeline to conversion and recommends that Governors keep academisation on the FGB agenda.</p> <p>Governors discussed the MAST academisation and how it was unsure if there is any leeway to having to join a Methodist Trust - Epworth. Sharon will circulate the Handbook to all Governors for consideration at the next meeting to discuss and vote on whether governors want to move to academisation or not.</p>	SS
GB 12/23	<p><b><u>To approve policies</u></b></p> <p>The following policies were circulated to all Governors prior to the meeting and each policy had the key highlights given by an allocated Governor:</p> <ul style="list-style-type: none"> <li>a) Collective Worship policy</li> <li>b) School medical policy</li> </ul> <p><b><u>Recommended change:</u></b></p> <p>Administration of medications – change nurse and pharmacist – to none-medical prescriber.</p> <p>Asthma – change to say ‘their in-school emergency inhaler’</p> <ul style="list-style-type: none"> <li>c) ECT policy</li> <li>d) EYFS policy</li> <li>e) Exclusions policy</li> </ul> <p><b>Resolved:</b></p> <p><b>The above policies are approved with any agreed changes, for adoption.</b></p> <p>The Assessment policy to be reviewed at the next meeting – Scott Woodhead.</p>	<p>All</p> <p>SW</p>
<b>PART C – Resources</b>		
GB 13/23	<p><b>Review of the Health and Safety Policy</b></p> <p>The Health and Safety policy was circulated to all Governors prior to the meeting and Sharon highlighted the key areas.</p> <p><b>Resolved:</b></p> <p><b>The Health and Safety Policy was approved for adoption.</b></p>	
GB 14/23	<p><b>Review the school fund</b></p> <p>Sharon updated Governors that the school fund account has been externally audited and approved by Jan. The account is currently at £5,000 which is from donations and charitable donations. This money is used to subsidise school trips or residentials if needed.</p> <p>All Governors made aware of this account and approved this.</p>	

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	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>• Reviewed the value for money spent on Sport Premium and Pupil Premium.</li> <li>• Established relationship and know the families and pupils are at the heart of what we do.</li> <li>• Reviewed Safeguarding.</li> <li>• Knowing individual pupils.</li> <li>• Held Leader to account for educational standards.</li> <li>• Reviewed the school improvement plan and working through objectives and understand what is happening.</li> <li>• Review the strategic vision and potential academisation.</li> <li>• Update school improvement focus around Maths</li> <li>• Review policies and approved them.</li> </ul>	
	<p>There being no further business, the Vice Chair thanked Governors, the Headteacher and all staff for their hard work and commitment to the school and closed the meeting at 7.45pm.</p>	
<p>The date of the next FGB meeting is the 6<sup>th</sup> March 2023 at 5pm for a 5.30pm start of business.</p> <p>Please send apologies to the Clerk Pat Gale:  <a href="mailto:Pat.gale@northyorks.gov.uk">Pat.gale@northyorks.gov.uk</a>;</p> <p>Or 07793 846 441</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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