

Minutes of a meeting of the Full Governing Board (FGB) of Richmond Methodist Primary School held at the school on Monday 27th March 2023 at 5.30 pm

Present: Sharon Stevenson (Headteacher), Jan Linsley (Chair), Rev. Kathleen Wood, John Armitage, Julie Swinbank, Kathleen Bradley, Kate Pepperrell and Nicola Scrafton
Nicola Hebb – attended virtually

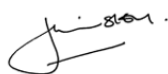
Apologies: -

Non-Attendance: Scott Woodhead and Caroline Dawson

In attendance: Julie Doyle (NYCC Clerk to Governors) and Zoe Ford (School Business Manager)

Minute No.	PART 'A'-PROCEDURAL	Action
<p>GB 15/23</p>	<p>Opening thought and Prayer The Chair, Jan opened the meeting at 5.30pm welcoming Governors to the meeting and Rev. Kathleen Wood lead with a prayer.</p> <p>Pat Gale is retiring as a Clerk at the end of March 2023 and Patricia Roberts will be taking over the role.</p>	
<p>PART B – Resources</p>		
<p>GB 23/23</p>	<p>Budget Update Governors agreed to move this item forward on the agenda.</p> <p>Governors thanked Zoe for her hard work on this budget and Zoe highlighted the key areas to Governors.</p> <p><u>2022/23 Outturn Budget / 2022/23 Start Budget</u></p> <p>The start budget detailed and summary reports were circulated to all Governors prior to the meeting.</p> <ul style="list-style-type: none"> • There have been increases in costs with Council and District Councils combining – staff are paid for additional holiday. • Pay increases for all staff. • Increases in energy costs. <p>Governor Questions (GQ): Why is there a payment for additional holiday for some staff? Support staff work 39 week and get paid 44 weeks of the year, with holiday entitlement. With the Councils combining, previous holiday entitlements increased after 10 years of service, but this has been reduced to an increase after 5 years of service. School staff have been paid more for the additional holidays, but this has had a knock-on effect to the budget.</p>	

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GQ: Is the holiday entitlement increased every year or is it just a one-off? Just a one-off, but other staff will increase their holiday entitlement after 5 years of service from now on.

GQ: Has there been a new pay policy yet? No, not yet, it should come in from April when the new Council is formed.

There are variances of £15,000 which is from last year projected. Other local schools are forecasting deficits in their first year, the school has worked really hard this year to ensure spending is within budget and is accurate.

Profit from the nursery is at £62,000 but doesn't look like this in the budget as staffing costs are so high.

GQ: The money that has been spent on the bungalow; is there still more money to come out of this year's budget? It was a capital project but that has come out of last year's budget.

With the recent Government announcement all School will have wrap-around care provided from 8am to 6pm, there is a projection that an average size primary will get around £17,000, which is in the 3 years projections.

GQ: Would the school be expected to provide the wrap-around care for free? No, it is helping provide the school with funding but there isn't a recommendation to provide the wrap-around care for free. There will be some Pupil Premium pupils who can access wrap-around care for free.

GQ: There is no expectation for the school to pass the funding from the wrap-around care on to parents? No, not at present.

GQ: If all Pupil Premium pupils are accessing wrap-around care for free, could this soon use the funding up, depending on school size? Yes.

Zoe is going to check with Katrina about the wrap-around funding and cost to parents.

GQ: With the changes to free school nursery place; will this have an impact on the school? For 2-year-olds there are no funded place at present, but if this does change, this could increase the number of pupil places taken. We charge the same amount as a funded place, but this may increase with the free places.

GQ: With regards to academisation, the school currently has strong reservations; the school is attractive, historically schools couldn't join academies if they had a deficit or forecasted a deficit, how would this affect the school if the decision was made to go ahead with academisation? We have asked these questions and the flexibility around school reserves and if we would have to apply for our reserves.

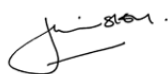
Governors discussed how well the nursery is doing.

GQ: How much are you charging for nursery placements? £4.00 per hour for 3-year-olds, £5.50 for the 2-year-olds.

GQ: Are you in a position where we will need more space and staff if the nursery continues to grow? There are 3 staff for 3-year-olds, in September this

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can be reduced to 2 staff and in January increased back to 3 for the number of pupils coming in. 2-year-olds are filling up, we might possibly need more staff, but at present we are using supply cover. The ratio guidance is increasing in September which will benefit the school.

GQ: If there are more funded places, will this drive greater demand, meaning we need more space? This is possible.

GQ: Is there any evidence when pupils come to 5 that they are staying loyal to the school and continuing, or do they move to other schools? There is no data to look back on around this, but 3-year-olds do tend to stay with us.

GQ: If we increase the costs of nursery places, will this not put people off and encourage them to move to another school? No, we have had pupils move to our schools.

GQ: How do we compare on price with both nurseries and other schools in the area? The nurseries and most of the schools are more expensive than us, there is one school that is slightly cheaper.

Governors approved the 2022/23 outturn.
Governors approved the 2023/24 Start Budget.

Approval of the School Financial Value Statement (SFVS)

The SFVS was circulated to all Governors prior to the meeting.
There were no areas to update or highlight to Governors and it was proposed that there were actions this year.

GQ: For number 9 will you be adding the details of budget position in? Yes.

GQ: Are there any areas that Governors should be picking up within the SFVS?
No.

All Governors approved the SFVS.

Review of the Financial Benchmarking Report

The financial benchmarking report has previously been reviewed.

Review of WAC, school meal costs.

The school meal report was circulated to all Governors prior to the meeting and Zoe highlighted the costings in the report to show what other schools are charging for school meals and their possible increase of prices.

Governors discussed in detail the £17,871 deficit for the school meals, the costs of increased meal prices, the cost of living and increasing the cost to parents.

GQ: Is the Government income due to be increased for school meals? There has been no confirmation of an increased cost for the Universal Infant Free School Meals (UIFSM).

Governors discussed options around using other providers for school meals instead of North Yorkshire County Council (NYCC), what the cost changes would need to be and finding out what parents' and pupils' views are on the school meals.

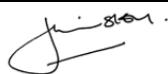
	<p>GQ: How many meals are served? 180 meals per day, they are not all paid meals, 115 UIFSM and as pupils get older the meal numbers seem to reduce.</p> <p>GQ: Do you see a difference in meal uptake when you have the special school dinner day? Yes.</p> <p>GQ: What is the implication; how is the deficit from the school meal covered? The school is funding it.</p> <p>GQ: The deficit from the school meal; is this purely the cost or does this include unpaid debt from parents in there? There are not many unpaid debts.</p> <p>Governors discussed their concerns around the school meal debt and how this will only continue to grow and take school money from other areas. Governors reviewed the costings, but to cover the debt this would mean a considerable increase to meal prices.</p> <p>Governors agreed that they need further information on the school meals and review how the deficit needs to be addressed and to see what the price needs to be to reduce deficit, which will be reviewed at the next meeting.</p> <p>Sharon will arrange a meeting to review school meals with NYCC and Mellors and report back to Governors</p> <p>GQ: Can you carry out a pupil or family survey to get their views on the school meals and costs? Yes.</p> <p><u>Wrap Around Care (WAC)</u> Zoe and Sharon updated Governors on a proposal to move the nursery cost in line with the wrap around care.</p> <p>GQ: Does the nursery have the same terms for ratio? It is the same Early Years Foundation State (EYFS) ratio.</p> <p>GQ: Do you have any 2-year-olds in wrap around care? We don't have any in at present. But if we did, they would be charged at £5.50.</p> <p>Governors agreed to equalise Nursery and Reception costs to £4.50.</p> <p>Governors thanked Zoe for her updates.</p> <p>Zoe left the meeting at 6.15pm</p>	<p>SS / ZF</p> <p>SS</p>
<p>PART A – PROCEDURAL</p>		
<p>GB 16/23</p>	<p>Apologies for absence There were no apologies received from Governors.</p> <p>The meeting was quorate.</p>	

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<p>GB 17/23</p>	<p>Declarations of Interest John updated Governors that he is carrying out some improvement work with Richmond Trinity.</p>	
<p>GB 18/23</p>	<p>Confidentiality Issues Academisation will be a confidential item at this point in the meeting.</p>	
<p>GB 19/23</p>	<p>Notification of urgent other business The following Governors have volunteered to support during SATs week. 9th May – Rev Kathleen Wood and Katy Pepperrell. 10th May – Kathleen Bradley, Nicola Scrafton. 11th May – Jan Linsley will be available from (10.30am), Kathleen Bradley, Rev Kathleen Wood and Nicola Hebb 12th May – Nicola Hebb.</p>	
<p>GB 20/23</p>	<p>To approve as a correct record the minutes of the FGB meeting held on the 23rd January 2023 The minutes from the FGB meeting held on 23rd January 2023 were circulated to all Governors prior to the meeting.</p> <p><u>Amends / Clarifications</u> Item 01/23 – Rev Kathleen Wood opened the meeting with a Prayer.</p> <p>Item 02/23 – Page 1, question to be amended to: Governor Question (GQ): Where does School lead tutoring fit in for Maths? Not for Maths, we have got groups in and catch up focusing for Phonics. Tutoring lead is focusing on Phonics and Reading.</p> <p>Item 03/23 - Page 3, question to be amended to: The percentage of clubs; is the number of pupils attending these clubs higher than you expected? 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.</p> <p>Item 09/23 – Page 5, question to be amended to: GQ: Would recycling bins for second-hand clothes generate a reasonable income? If we did consider this, the bin would be 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 could bring in hundreds not thousands of pounds every 6 months and be advertised via social media.</p> <p>Item 11/23 – Page 6, question to be amended to: GQ: What does SEND support in year 4 look like; are you doing something different? 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> <p>Item 11/23 – page 6, question to be amended to: GQ: The end of year projections; is the tracking based on current position and end of year projections? Yes, we use booster group interventions, reviewing pupils that will increase combined scores. Year 6 predictions 67% writing 72% Reading 80% Maths. Staff know their pupils really well and are supporting.</p>	

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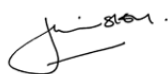
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	<p><u>Resolved:</u> The minutes were approved as a correct record of the meeting with the above amendments.</p>	
<p>GB 21/23</p>	<p>Matters Arising from the minutes not covered by the agenda Previous Actions:</p> <ul style="list-style-type: none"> To raise income for the school as a standard agenda item, and whether a Task and Finish Group should be established – continued. To raise concerns about the NYCC Pay Policy with the LA, as the policy had been put on hold – to be completed. Circulate the MAST handbook regarding academisation and have as an item on the next agenda – completed. Assessment Policy to be reviewed – to be completed. To change the date of the 6th March 2023 meeting to the 27th March – completed. 	
<p>GB 22/23</p>	<p>To confirm next meeting 15th May 2023 at 5pm for a start of the business meeting at 5.30pm.</p>	
<p>PART B – Resources</p>		
<p>GB 23/23</p>	<p>Budget Update Discussed earlier in the meeting.</p>	
<p>GB 24/23</p>	<p>Approve of Resource related policies: The following policies were circulated to all Governors prior to the meeting and the Governors responsible for reviewing these policies fed back:</p> <ul style="list-style-type: none"> <u>Lettings Policy</u> Jan gave Governors an overview of this policy and suggested a few amendments. <u>Re-organisation, Redundancy and Re-deployment Policy</u> Kathleen Wood gave Governors an overview of this policy and suggested a few amendments. <p>GQ: In the Re-organisation, Redundancy and Re-deployment Policy do we need to confirm paragraph 4.11? Yes, this will now be changed to black text, now Governors have reviewed and agreed.</p> <p>GQ: In the Re-organisation, Redundancy and Re-deployment Policy, 6.3 is this an amendments to be reviewed by Governors? Yes, this will now be changed to black text, now Governors have reviewed and agreed.</p> <p>GQ: In the Reorganisation, Redundancy and Redeployment Policy, 10.9 pay protection, does the ‘optional’ need to be removed? Do we incorporate this in school? Governors have reviewed this paragraph and agreed to include this into the policy.</p> <ul style="list-style-type: none"> <u>Resolving Issues at Work</u> Nicky gave Governors an overview of this policy. 	

	<ul style="list-style-type: none"> • <u>Early Retirement Policy</u> Kate gave Governors an overview of this policy and suggested a few amendments. <p>GQ: Are all staff employed by NYCC? Yes, but the early retirement policy applies to all staff apart from teachers.</p> <ul style="list-style-type: none"> • <u>GDPR Publication Scheme</u> John gave Governors an overview of this policy. <p>GQ: On the publication list in the GDPR Publication Scheme, does this need to be completed for each area? Yes, this will be picked up.</p> <p>All Governors agreed to approve the above policies.</p> <ul style="list-style-type: none"> • <u>Inclusion and Equalities Policy</u> Nicola gave Governors an overview of this policy and suggested that further reviews are carried out on the policy. <p>GQ: Is the Inclusion and Equalities Policy an NYCC policy, if it is not should it not be linked to other policies and areas within the school? This will need to be checked.</p> <p>Governors agreed to review the Inclusion and Equalities Policy further to ensure it fitted within the school ethos.</p> <p>Sharon will arrange for the Inclusion and Equalities Policy to be reviewed in more detail and be revised by Governors once completed.</p> <p>All Governors will need to review each policy and click on the end of all policies to confirm that they have read and approved each policy.</p>	<p>SS</p> <p>All Governors</p>
<p>GB 25/23</p>	<p>Health and Safety Update Sharon updated Governors that John, the current Caretaker, is now back at work and all Health and Safety is now being done in-house again.</p>	
<p>GB 26/23</p>	<p>Premises Update Sharon updated Governors that a meeting has taken place to review the final remedial work / snagging, there are no significant areas or concerns, it is mainly plaster movement which requires re-plastering and some decorating which will be completed in the Easter holidays</p> <p>GQ: Has the remedial work been covered in previous spends? Yes.</p> <p>Governors discussed changes within the school that are being made to support a pupil with cerebral palsy.</p> <p>GQ: Do you know if there will be an electronic or manual hoist installed as it will need to be fit for purpose in the long term? Equipment arrangements have been put together by NYCC as they are paying for the costs.</p> <p>Governors agreed that Nicola would be part of the conversations with the development of the equipment for this pupil.</p>	

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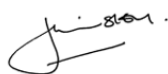


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	<p><u>Outside and Ground</u> Sharon updated Governors that Opel is going well, there has been significant reduction of first aid. There is a lot of engaged play taking place, Year 1 and 2 have been enjoying loose play and there have been some amazing engineering creations which have been outstanding.</p> <p>GQ: When pupils have been making their creations, do you leave their stuff out? Yes, if it is not in the way.</p> <p>GQ: Do pupils pick up other pupils' items that they are using when making these creations? Yes, but it is about looking at encouraging pupils to work together to engage and resolve it. The older pupils are active mentors.</p> <p>GQ: Has NYCC done anything with autoclaved aerated concrete? Yes, the school has received a FOI, which NYCC is picking up. Property services are reviewing autoclaved aerated concrete and there is a cycle in place to have it removed.</p> <p>GQ: Does the school have autoclaved aerated concrete? Yes, but it is not substantial and is in the boiler room areas.</p> <p>GQ: Is NYCC approaching the autoclaved aerated concrete where the greatest concerns are? Yes, the school has this in hand.</p> <p>GQ: Is NYCC going to be responsible for autoclaved aerated concrete? Yes, each Local Authority has a plan for replacement and it will not impact on the school.</p>	
<p>GB 27/23</p>	<p>Academisation update Confidential Item – please refer to the confidential minutes.</p>	
<p>PART C – Educational Performance</p>		
<p>GB 28/23</p>	<p>Governor monitoring – book scrutiny Governors agreed to move the book scrutiny to the next meeting.</p>	
<p>PART D – Other Business</p>		
<p>GB 29/23</p>	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Budgets reviewed to ensure continued commitment to value to money. • Taking action to support SEN pupils. • Policies reviewed. • Health and Safety reviewed to ensure the site and premises remain safe for pupils. • School meals reviewed to ensure costs increases don't have a negative impact on the cost of living. 	
<p>GB 30/23</p>	<p>Matters agreed for consideration under item 5 above <u>Next Meeting</u> The agenda for the next meeting will be academisation and book scrutiny.</p>	<p>Clerk</p>

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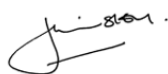


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	<p><u>SEN Update</u> Kathleen Bradley has met with Joe Larder to review SEN and updated Governors on the concerns and issues around capacity within the LA and accessing support from Hub:</p> <ul style="list-style-type: none"> • Hub support is non-existent – communications are very poor and emails are not being answered. • Hub staff don't have direct email addresses so there is no accountability. • NYCC hubs can't attend review and assessment meetings as they are prioritising 6-day provisions. • Pupils needing that support are being lost. • Timescales are really excessive. • The LA is not meeting statutory deadlines for Education Health Care Plans (EHCP) and element 2 funding is not being met. • There is no value for money on the services purchased. • Overall this is impacting on staff and staff retention. • Overall this is not a good cycle for all involved. <p>It has been suggested that Governors write a letter to the MP highlighting concerns.</p> <p>Governors discussed their concerns around the School Improvement visits which were not taking place and only a short visit this week – which has not been value for money.</p> <p>GQ: Do we need to purchase the School Improvement service from NYCC? Yes, we have been paying.</p> <p>Governors agreed that Jan should put a letter together to feedback to NYCC and link with Kathleen to get her point.</p> <p>Governors discussed their concerns around SEND and how this is a national picture and continues with post pandemic.</p>	<p>JL</p>
	<p>There being no further business, the Chair thanked Governors, the Headteacher and all staff for their hard work and commitment to the school and closed the meeting at 7.40pm.</p>	
<p>The date of the next FGB meeting is the 15th May 2023 at 5pm for a 5.30pm start of business.</p> <p>Please send apologies to the new Clerk Patricia Roberts: Patricia.Roberts@northyorks.gov.uk</p>		
<p>Please note: The colour coding above links to the three key roles of governance questioning; RED for 'setting strategic direction', BLUE for 'holding Headteacher to account for educational performance' GREEN for 'ensuring financial health, probity and value for money'.</p>		

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