



Doing all the good we can

Richmond Methodist Primary School

**Full Governing Board (FGB) Meeting on
Monday 26 June 2023 at 5.30 pm.**

Present: Jan Linsley (Chair (JL)), Sharon Stevenson (Headteacher (SS)), Nikkie Hebb (NH), Julie Swinbank (JS), Kate Pepperrell (KP), John Armitage (JA), Caroline Dawson (CD) and Scott Woodhead (SW).

Virtually: Rev. Kathleen Wood (KW).

Apologies: Kathleen Bradley and Nicola Scrafton.

In attendance: RMS staff Emma, Susan, Jo, Rebecca, Cath, Jane, Julie, Lucy, Kelly, Kate, Alice, Tash and Patricia Roberts (NYC Clerk to Governors).

Minute No.	PART 'A'-PROCEDURAL	Action
GB 54/23	<p><u>Welcome from the Chair and an Opening Prayer.</u> JL and SS thanked everyone for attending and introduced all staff members. The meeting went straight to item 9, round robin. JL welcomed everyone to the meeting and invited KW to give an opening thought and prayer.</p>	
GB 55/23	<p>To receive apologies for absence and to determine whether any absences should be consented to: Apologies have been received from Kathleen Bradley and Nicola Scrafton which were accepted by the Governors.</p>	
GB 56/23	<p>To remind governors of the need to declare business and personal interests, pecuniary or non-pecuniary. None declared.</p>	
GB 57/23	<p>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. JL informed the FGB that there was confidential item to be discussed, carrying on from the last set of confidential minutes.</p>	

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 Chair of Governors

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<p>GB 58/23</p>	<p>Notification of urgent other business. JL raised the following items:</p> <ul style="list-style-type: none"> • Letter to MAST. SS informed the FGB that no response had been received. • Letter to LA. SS informed the FGB that no response had been received. JL offered to chase up the matter. SS informed the FGB that there was a SEND meeting the next day, depending on the outcome of the meeting, could the matter be chased up after that. • In preparation for next year, the FGB meeting schedule will be sent next week. Reference additional responsibilities, as a FGB are you happy with allocation you have? And are you happy to carry on with them for next year? JL requested that governors contact her if they wish to change anything. • SS interim review. JL proposed a meeting before the FGB 9 October 2023 meeting with KB and one other governor. • LA Governor Vacancy. JL informed the FGB that NH application had been processed and after the discussion in the previous FGB meeting where the FGB happy to elect NH as the LA governor. The decision to accept NH as the LA governor was proposed by JL and seconded by SW. The FGB voted unanimously in agreement. • The FGB accepted the nomination and were unanimous in their agreement. • Parent Governor Vacancy. The decision was made to wait until September to fill the vacancy. Ideally a candidate with finance, HR or a legal background could be found. 	<p>JL</p> <p>All JL SS KB</p> <p>JL SS</p>
<p>GB 59/23</p>	<p>To approve as a correct record the Minutes of the FGB meeting held on the 15 May 2023:</p> <ol style="list-style-type: none"> i. Approval. The minutes were approved and signed by the Chair as a true record. ii. Approval. The confidential minutes were approved and signed by the Chair as a true record. 	
<p>GB 60/23</p>	<p>To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)</p> <ul style="list-style-type: none"> • Matters Arising. • Budget update to follow. • School meals, a letter was sent in May requesting a meeting and a follow up email sent last week. Ongoing. 	

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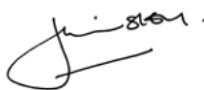
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<p>GB 61/23</p>	<p><u>Matters Arising from the minutes not covered by the agenda:</u> Summary of Actions.</p> <ul style="list-style-type: none"> • Raising income task and finish group in place. Ongoing. • NYC pay policy. SS informed the FGB that the policy is as it stands but is being updated by NYC due to the cost-of-living crisis. Ongoing. • Governor safeguarding visit. Ongoing. • Governor H and S visit. Completed. • Amendments to policies. Completed. • LA governor application. Completed. • Notification of rejection of previous LA governor. Chair to look into. • FGB Survey. Completed. 	
<p>PART B-SCHOOL IMPROVEMENT</p>		
<p>GB 62/23</p>	<p>Headteachers Report. SS asked governors if they had questions reference the report.</p> <p>SIP Plan. Contains a summary of where we are. Our priority is safeguarding and it will always be a priority. Ofsted recognised that safeguarding at RMS was effective.</p> <p>Overview: Taken directly from the headteachers report: <i>All staff have undertaken safeguarding training on the 5th of September, including updates to KCSIE 2022. All governors have read at least part 2 of KCSIE and taken part in Governor Keeping Children Safe in Education webinar from Carousel Education and understand their role in regard to safeguarding. Regular safeguarding updates take place during a weekly briefing and safeguarding is always the first agenda item in the weekly staff briefings.</i></p> <p><i>There are 8 open cases – 3 Child in Need (CIN) (all de-escalated from Child Protection) and 5 Early Help.</i></p> <p><i>Of those 8 open cases that school have made referrals for, staff have made 4 further referrals to the DSL/DDSL for different children that have been resolved through parents working with the DSL and in collaboration with Cath Person from Early Help.</i></p> <p><i>The DSL has shared safeguarding records with SFX and Richmond School and additional face-to-face transition meetings have taken place for our vulnerable children and children with SEND in Y6 in summer term 2023.</i></p>	

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There have been 5½ days lost to fixed term suspensions this academic year-4 children, 5 incidents. 4 incidents were physical child on child abuse, one incident was persistent disruptive behaviour and child on adult physical abuse.

There have been 3 prejudiced based incidents reported by the school to NYC. 1 incident was community-based and the school adopted a multi-agency approach, working in collaboration with the Police and early Help.

Staff take care in supporting our families and children and it continues to be effective. It is part of everyday life and increasing part of the SEND lead role.

GQ. Is there teaching of consent?

A. Yes, the youngest of our children are taught the pantosaurus rhyme and the word 'consent' is introduced when it becomes appropriate.

GQ. Can you talk through the maths table?

A. The percentage element of pupils from reception to Y6 who have received the expected grade or higher standard. It gives a snapshot of that the Maths standards have improved over the year.

KS discussed the Teaching for Mastery and CPD training impact on staff knowledge and how this has impacted on the children's learning.

KS2 data is due on 11th July, this will be looked at in the October meeting.

Priorities for next year.

- How we can engage parents more, which will hopefully result in the parents feeling they can support the children more. Workshops for KS1 parents in the autumn term will now be offered at the end of this term.
- Writing. Improving pupils outcomes in Ys2-5 is a priority. Staff have worked really hard this year. The standards of presentation has improved. Smaller class sizes have been implemented. KS2 writing has increased since last year, 78% are at the expected standard.

GQ. Have we discarded the no more marking?

A. Yes.


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	<p>Phonics. Last year Y1 59% of children reached expected the standard and this year 91% are at the expected standard this year.</p> <p>JL congratulated all staff for their hard work and achievement.</p> <p>GQ. Cumulative Y2 phonics outcome from last year was 59%, where are we this year?</p> <p>A. 81% have achieved the standard. The remainder will continue Little Wandle phonics in Y3.</p> <p>JL requested that governors commit to attend at least one event listed under 'dates for your diaries' to be visible as governors.</p> <p>JL requested that SS continue with the priorities for next year.</p> <p>Priorities for next year.</p> <ul style="list-style-type: none"> • To continue to review certain areas of our curriculum. • RE, specifically in reference to SIAMS. • IT, RE and Music need to be reviewed. • Looking at subject leaders' action plan and how we can include parents. • Wellbeing strategy, which is a government requirement. This is a strength of the school, but there is no strategy in place. • To work around our OPAL and embedding it. • Looking at making effective links across subjects to knowledge. This is not easy to achieve and requires some research. 	
<p>GB 63/23</p>	<p>Round Robin.</p> <p>The round robin started at 1730. Each governor had been given 2 questions to gain feedback from the members of staff over a 5-minute period of discussion.</p> <p>JL requested that governors put their notes on SharePoint and make reference to the subjects they are commenting on by the end of term. Governors comments will become an appendix to the meeting minutes.</p> <p>JL and SS thanked all school staff for their time and governors were invited to join the main business of the FGB.</p> <p>School staff left the meeting at 1805.</p>	<p>All</p>

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	<p>The meeting returned to item 1 on the agenda.</p>	
<p>GB 64/23</p>	<p>Review Governors Effectiveness. JL thanked all governors that had responded and gave a quick review.</p> <ul style="list-style-type: none"> • Positive comments were received from most questions. • There was discrepancy on the question ‘governors report regularly parents.’ All non-confidential minutes are shared online. A suggestion was made that governors could have a contribution into the schools newsletter. • Effective use of Pupil Premium (PP) - more information was requested. SS informed the governors that PP strategy is looked at in detail at the FGB meeting at the start of the academic year. • The induction process was discussed and all governors felt supported in their role. Training from NYC, Swaledale Alliance, JL and SS was discussed Governance Matters magazine is not received by all governors. • Key roles of the GB - additional clarity was highlighted. • Clerk to governors’ appointment - unknown to recent change. • Skills audit for governors- proposed a new one carried out in 2023/24. • FGB review of performance-included in summer FGB meeting. • Priorities for next academic year- educational performance, finance, visions and values and academisation. • Other - parental engagement strategy and mental health strategy, greater governor engagement in the wider school community and supporting RMS staff. <p>SS informed the FGB that the school chaplain is leaving. A new chaplain is due to arrive in September. It was suggested that KW arrange a meeting with the new Chaplain and that the new chaplain be invited to a FGB meeting.</p> <p>Governor Monitoring Visits. JL and NH attended school for the OPAL visit. JL has attended school for regular catch ups with SS. NS attended for the H&S monitoring visit. SW visited Joe Larder regarding outdoor activities. NH was in school to support a school trip.</p> <p>GQ. Is governor monitoring something that should be scheduled in?</p>	<p>SS, ZF</p> <p>KW</p>

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	<p>A. Yes, this will be looked at the next meeting.</p> <p>SW asked if individual skills could be put into action more and that he would be happy to take more of a role in engaging with parents and marketing how they could get more involved. JL and SS stated this links into the SIP and was a good idea.</p> <p>Induction pack. It was highlighted that some governors had not seen the induction pack. There is an induction pack available but needs to be available on the governor document SharePoint. It was requested that a glossary to be made available for meeting acronyms.</p> <p>Swaledale Alliance governor training is free, NYES training is ad hoc and a payment is required.</p>	<p>SS, KW</p>
<p>GB 65/23</p>	<p>Policy Approval.</p> <p>Appraisal Policy. The policy discusses how employees are appraised, how they are approached and that they should be positive and empowering. It highlights critical issues and how they are to be managed day to day. It demonstrates how employees are aligned with objectives and KPIs.</p> <p>Whistle Blowing. The policy encourages employees to raise concerns and directs them where to go to get a response, how to avoid reprisal, how to raise a concern, how the NYC will respond and where to go if not satisfied.</p> <p>CCTV (Surveillance) Policy. The policy highlights the use of systems, of the compliance to GDPR and additional protection. It explains access to the recordings and how they are used for specific purposes.</p> <p>Flexi Schooling Guidance. It is a LA policy informed by guidance from the DofE. Flexi schooling is requested from parents and details how parents can apply for it. It details a written agreement, attendance, codes of use and review periods.</p> <p>Leave Policy. The policy highlights details on how to request leave and the policy applies to all school staff. The Headteacher authorizes leave. It is based on contracts and entitlements. Comprehension guidance is given on what is paid/unpaid with input from NYC and Unison. There is a chart explaining how to deal with leave requests.</p>	

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	<p>Allegations of Abuse Against Staff. It is a NYC policy, incorporates KCSIE and links into other school policies. It is a procedural document. It provides details of the criminal of stages of escalation.</p> <p>Online Safety. Adopted from a NYC model, it explains effective online safety and digital safeguarding for the whole school community. It is in partnership with NYES and the NYC safeguarding children partnership. It looks at roles and responsibilities and signposting.</p> <p>Children with health needs. The RMS policy covers children unable to attend school with health needs. It outlines the responsibility of the school and what the school would look to offer by way of continuation of education linking into remote education. If the school is unable to offer a satisfactory offer the responsibility is down to the LA to provide additional support to the school. The policy is clear and concise.</p> <p>RSE Policy. This is at the heart of everything we do at RMS. The policy is linked to the Spiritual, Moral, Social and Cultural (SMSC) Policy, it starts from the age of 2 and introduces the children to grow their own moral compass to get through life. It supports equality and challenging abuses.</p> <p>Developing Performance. This is a NYC HR policy and provides details of policy and process. It highlights that colleagues need support to develop. There are no significant changes from the previous version.</p> <p>The above policies are approved and adopted by the FGB.</p> <p>JL reminded governors to click the link 'agree policy' on SharePoint.</p>	All
<p>GB 66/23</p>	<p>External Reports.</p> <ul style="list-style-type: none"> • NYC visited the early years, Mr John Banks (JB) conducted a monitoring visit with JS. JB shadowed the beginning of the school day, talked to parents, met children as they arrived, watched the children in play and looked through documents. The school's next steps were discussed and SIP ideas. <p>GQ. Can you explain the first key actions regarding the review table and the review sessions?</p> <p>A. When Ofsted visited, they asked how we embed knowledge and do we ensure children have a strong retrieval package. We have on our</p>	

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	<p>wall their big learning journey and we constantly review this orally. We ask questions and ask the children to explain what they have learnt at the end of the lesson; this is our retrieval strategy. Children are learning from each other creating a multi-dimensional strategy.</p> <p>GQ. In terms of action 2 have you identified any providers?</p> <p>A. We are going to do a RE and Art project. We have a talented, gentlemen who is coming into school to provide the creative element.</p>	
PART C- RESOURCES		
GB 67/23	<p>To receive budget monitoring report. JL informed the governors that school finances were on track.</p> <p>JS left the meeting 1940.</p>	
GB 68/23	<p>Confidential item. See confidential minutes.</p>	
PART D- OTHER BUSINESS		
GB 69/23	<p><u>To deal with any matters agreed for consideration under item 5 above.</u> See confidential minutes.</p>	
GB 70/23	<p><u>What impact have we had on the learning experience of pupils in the school?</u></p> <ul style="list-style-type: none"> • Engaged in monitoring on an agreed set of questions and spoke to staff. • Held subject leaders to account. • Provided positive feedback to staff members. • Shared ideas with staff. • Reviewed FGB performance through the survey and monitoring visits. • Explored future school priorities and appropriate staffing support. • Approved policies. • Built positive relationships which benefit staff and governors. • Monitoring the budget and ensuring money is spent effectively. • Challenged the teaching team. • Ensuring the continuity of safeguarding knowledge within the FGB. 	

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GB 71/23	Date for next year's meetings. The following dates were agreed for the next academic FGB meetings. 9 October, 27 November 2023. 22 January, 11 March, 20 May and 1 July 2024.	
	There being no further business, JL thanked all governors, SS and all staff for their hard work and commitment to the school throughout the year and closed the meeting at 8.05pm.	
The date of the next FGB meeting is the 9 October 2023 at 5.00pm for a 5.30 start of business.		
Please send apologies to the Clerk Patricia Roberts: Patricia.roberts@northyorks.gov.uk ;		
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'.		

Pantosaurus Rhyme-This is the NSPCC's campaign which is specifically designed to help us all keep children safe. With the help of their friendly dinosaur Pantosaurus, and a super fun, friendly song, talking PANTS is a simple but effective way to help you teach your child to be safe.

CPD Training-Continuous Professional Training.

Maths mastery-is an approach to mathematics education which is based on mastery learning in which most students are expected to achieve a high level of competence before progressing.

Little Wandle-Little Wandle Letters and Sounds Revised is a brand new systematic synthetic phonics programme for schools.

SIAMS-The Statutory Inspection of Anglican and Methodist Schools (SIAMS) is the Church of England and Methodist Church's outworking of the requirements of section 48 of the *Education Act 2005*.

OPAL-Outdoor playing and learning programme.

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