



Doing all the good we can


**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 27th November 2023 5.30 pm (meeting started at 6pm)**

Minutes

Core Functions of LGB (Colour coded to challenge):

- **Ensure clarity of vision, ethos and strategic direction**
- **Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff**
- **Overseeing the financial performance of the school and making sure its money is well spent.**

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Signature 
Ms Jan Linsley
Date: 22nd January 2024

In attendance

Sharon Stevenson (SS) Headteacher; Nickey Hebb (NH) co-chair for the meeting; Kathleen Bradley (KB) co-chair for the meeting; Rev. Kathleen Wood (KW); John Armitage (JA); Daniel Benfield (DB), Kate Pepperill (KP), Caroline Dawson (CD) and Jan Linsley (JL) by Teams, Nicola Scrafton (NS) by Teams

Also

Katrina Coxon, Bursar, NYC
Zoe Pick, School Business Leader
Louise Flanagan, Clerk to Governors, NYC

		Round Robin took place from 5.30 to 6pm.
1	Welcome from the Chair and an Opening Prayer:	The Chair welcomed Governors to the meeting and Kathleen Wood shared an opening prayer.
2	To receive apologies for absence and to determine whether any absences should be consented to.	Apologies were received from Julie Swinbank and these were consented to by Governors.
3	To remind governors of the need to complete business and personal, interests, pecuniary and non-pecuniary, gifts and hospitality and self-declaration form.	Business Interest forms were circulated during the meeting for those Governors who had not yet completed them. A Register of Gifts was completed by Governors during the meeting. A Disqualification Declaration was also completed by Governors.

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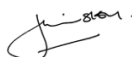
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4	To determine whether any part of the proceedings should be treated as confidential	Discussion about staffing will be minuted confidentially.
5	Notification of urgent other business.	A confidential item will be considered under AOB
6	To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 9 October 2023.	The Minutes of the FGB meeting held on the 9 th October 2023 were approved as a correct record. The Confidential Minutes of FGB meeting held on the 9 th October 2023 were approved at the end of the meeting.
7	To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)	No further matters were raised, the summary of Actions Log was amended.
8	Round Robin	The Round Robin was completed before the meeting.
9	Headteacher Report	The Headteacher's report was circulated before the meeting and the following points were highlighted:- Governor Question (GQ) Can we download the Headteacher's Report from Sway to keep? Possibly via Microsoft 365, the report is also stored on Sharepoint. <u>Health and Safety</u> Lauren Grant has led Fire Warden training with the Senior Leadership Team, all had their mandatory training in November. The next visit is in January 2024 to complete the Fire Risk Assessment.

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North Yorkshire Council (NYC) undertook a second RAAC assessment Friday 17th November 2023, no updates have been received yet.

The Headteacher will be re-doing Asbestos/Legionella training this academic year.

Premises

The hygiene room is now up and operational. Remedial work has been completed outside.

GQ Has the outside lift been completed? Not as yet.

A capital bid has been re-submitted for 2024-2025 for a new classroom, replacement of temporary classrooms and Key Stage 2 toilets.

Performance Management (Staff)

All appraisals were completed in October, all those staff eligible for an increment have received an increase. Two requests for a move to Upper Pay Scale were agreed. All future targets have been linked the School Improvement Plan.

Performance Management (Headteacher)

KB, KW and Don Parker met with SS, all targets had been met and exceeded and the increment was granted.

Staffing Update

A part time teacher has requested to leave their post on 21st December 2023. Two TA vacancies have been filled and will start on 1st December 2023. Two temporary TAs have been employed for the Spring and Summer Terms to ensure staff/pupil ratios are maintained for 2 and 3 year old provision.

Holiday Club

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Governors were advised that a HLTA has expressed an interest in leading EYFS Holiday Club. A questionnaire was issued to parents to establish a business model. There were 47 replies, 27 stated yes and 20 stated no. Details of preferred days/times were contained in the report. Currently working with HR and LA as it would involve change to contracts, staff could possibly receive Time Off in Lieu.

GQ How would that work in school? We have TA cover that we use regularly, there is an equality issue so HR are looking into it.

GQ Is supply more expensive? Only slightly, it's from our own supply. There will also be a need to consider staff wellbeing if they take on extra work.

GQ Would it be financially beneficial based on the numbers interested? We need to wait for the reply from HR and then look into heating and cleaning costs. It would have to be self-financing.

GQ Would the free hours be term time only? No parents can spread it across the year and across providers.

MAT discussions

This item was minuted confidentially.

Pupil Premium

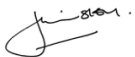
Pupil Premium of £65,260 is mainly spent on staffing, the aim is to raise attainment in reading, maths support, mental health and wellbeing. There has been an increase in the number of Service Pupils.

Sports Premium

The Sports Premium impact statement was circulated before the meeting. Allocation for 22/23 was £18.5k, over £4k left to spend. The premium was used for coaching and after school clubs, swimming catch up, OPAL, transport and inter school competitions.

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		<p>GQ Will we need to replace pupil's wristbands? The batteries need to be replaced.</p> <p>GQ Are Service Pupils bringing in extra income? Yes around £380 per pupil, we can use to provide support for mental health and wellbeing.</p> <p><u>Safeguarding</u> Staff are up to date with training, there have been no referrals this academic year. CAFCASS are working with a pupil. Two Encompass notifications were notified to Governors.</p> <p><u>Attendance</u> Attendance is a real strength at 97.5% last week, above county average and national average. Disadvantaged pupil attendance is 94.2%. Attendance for pupils with SEND is also positive at 96.2%. Persistent Absence is 6.6%.</p> <p>GQ There are no cases of severe absence? No.</p>
10	Governor Training	Governors were reminded to book early for training. DB to set up meeting with Governors to go through governor induction.
11	Policies for approval <ul style="list-style-type: none"> • Budget Management - JL • H&S - NS • Pay – JL • Cyber Response Plan – JA • First Aid – NH 	<p><u>Budget Management</u> JL advised there were no changes.</p> <p><u>Pay Policy</u> JL advised it follows the North Yorkshire Pay Policy, has been updated after NYCC changed to NYC as this affected support staff. Amended to reflect Richmond Methodist structure.</p>

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<ul style="list-style-type: none"> • GDPR Publication Scheme - KB • GDPR Data Protection – KW • CCTV - CD • Charging and Remissions – JL 	<p><u>Charging and Remissions</u></p> <p>JL advised it is based on DfE policy.</p> <p>Governors AGREED to adopt the above policies.</p> <p><u>Health and Safety Policy</u></p> <p>Queries – employee representative is blank and equipment used work at height does not have details of who is responsible. Governors were advised it should be the caretaker and overseen by Health and Safety Governor during termly checks.</p> <p>Governors AGREED to adopt the above policies.</p> <p><u>Cyber Response Plan</u></p> <p>JA advised it is based on Derbyshire Policy.</p> <p>GQ Should it say who is the Data Manager? Think it can be left blank in case of personnel changes.</p> <p><u>First Aid Policy</u></p> <p><u>GDPR Policy</u></p> <p>Governors AGREED to adopt the above policies.</p> <p>GQ Do we check our website has everything included according to DfE guidance? DfE publishes what is required on a school website so it could be a role for a Governor.</p> <p><u>Data Protection Policy</u></p> <p><u>CCTV Policy</u></p>
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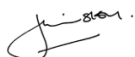
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		Governors AGREED to adopt the above policies.
12	External Reports	A report from Donna Makepeace has been uploaded to Sharepoint which celebrated KS1 data and advised how school could improve KS2 data. Plan for a SEN focus visit, Safeguarding visit and Maths visit. Dates will be shared by the Headteacher (AP)
	Part C resources	
13	Revised Budget and Financial Updates	<p>This item was considered first on the agenda and the Bursar highlighted the following points:-</p> <p><u>Budget Monitoring</u> At end of September the outturn was £119k, since then the situation has improved to £140k.</p> <p>Surplus improved due to removal of two GTA posts and 0.4 teaching post from January. Support staff received their pay award at the end of July.</p> <p>GQ Have our teachers received their pay rise? No, it's coming in November and has been allowed for in the budget.</p> <p><u>Revised Forecast</u> Current teachers' pay award 6.5% pay grant included to offset. From next year there is approximately 6% pay award for support staff. It will be backdated to April, it is not anticipated that DfE will cover it. Lot of support staff at Richmond Methodist so this will have an impact.</p> <p><u>Revised Budget Forecast</u> The Bursar highlighted the following points:-</p> <ul style="list-style-type: none"> • Budget for 24/25 is based on October 2023 census . • Pupil numbers have been checked today, assuming October 2024 will be around the same. There could be in-year changes

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- Mainstream additional grant has now been included in Funding Formula
- Have allowed for Teachers' Pay Grant, may be built into budget further down the line
- £21.5k a year Teachers' Pay Grant
- Slight improvement on year on year income for Nursery, wraparound prices might need to be increased
- Staffing costs - £853k from 25/26
- TA technician support increased slightly
- Admin/Clerical costs increasing due to pay award
- Staff absence insurance expect to be similar to this year
- Premises costs have decreased, allowed for energy costs to reduce from £54k to £34k next year. This is because the LA buy energy in advance. Governors agreed this needs to be monitored.
- Learning Resources/ICT staying same
- May have to look at income generation nursery, school meals etc

GQ Regarding other employee costs expenses, they reduce in Y2 and rise again in Y3?

Rise in Y3 includes MSAs.

GQ Positive childcare allowance for 2 year olds, do we have any ideas on level of demand?

Headteacher advised that it is full at the moment and demand will only increase.

GQ What capacity do we have? Another 5. Ratios are 1 to 5, space for 16 pupils but keeping it at 10.

Would need another 5 before we employ another staff member

GQ How many 3 and 4 year olds do we have? 16 this term. 24 for Spring and Summer.

GQ We have moved from eleven classes to ten? Supposed to have 45 but in last three years there have been less than 40, so that's why we have moved to ten classes.

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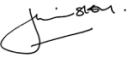
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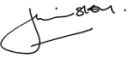
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		<p>Governors APPROVED the budget and noted the adjustments have made a positive impact so far.</p> <p><u>Benchmarking</u> The Bursar advised Governors of the following:-</p> <ul style="list-style-type: none"> • Benchmarking provides a comparison to similar sized primary schools • Pupil/teacher ratio is high • Educational support staff lower than other schools • Total revenue income low compared to other schools • Flagging up teaching staff as % of expenditure low compared to other schools • Education support staff highest 10% similar schools • Energy costs highest 10% compared to other schools • Teacher contact ratio in line with recommendations • Pupil to teacher middle 20 % • Everything else broadly in line. <p>GQ The report states teacher support staff higher than average due to pupils with SEN, have all the pupils been assessed? There are currently 4 pupils who are waiting on EHCP assessment period.</p> <p>GQ So does the new budget take into account those 4 pupils? No it was increased to £5k for next two years to take into account extra EHCP income. Wouldn't see it this year due to statutory 20 week period.</p> <p style="text-align: center;">KC and ZP left the meeting at 6.43pm</p>
14	School Fund	<p>After October bank statement the balance is £2878</p> <p>GQ is there any advantage to keeping it separate? Used to be able to access other funds, this is not the case now and there is not really any benefit now.</p>

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		It could be combined and therefore become a budget code. The Headteacher will look into this further. (AP)
23	Part D	
15	Confidential item. To deal with any matters agreed for consideration under item 4 above.	This item was minuted confidentially.
16	To deal with any matters agreed for consideration under item 5 above.	There were no other matters for consideration.
17	What impact have we had in 'doing all the good we can' to enable our school community to flourish.	Governors noted wording of this question has slightly changed. <ul style="list-style-type: none"> • Round Robin before the opportunity was a good opportunity to find out what is happening in school • Support for pupils and families have is valued • Consideration of staff – Mental Health support is described by staff as outstanding • Reviewed VFM budget setting- using funding support pupils to flourish • Ensuring safety of pupils by reviewing policies and procedure • Examined finances, trying to plan positive ways forward • Appointed another Governor
18	AOB.	Clive World (Councillor) may possibly join as a Co-opted Governor, he will visit this week to find out more.
There being no other business the meeting closed at 8.06pm		

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