

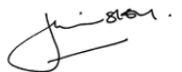


Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 20th May 2024 17:30
at Richmond Methodist Primary School**

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.**

Signature 
Ms Jan Linsley
Date: 1st July 2024

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<u>Governors Present</u>	
Jan Linsley (JL)	Chair of Governors
Nicky Hebb (NH)	Local Authority Governor
Sharon Stevenson (SS)	Headteacher
Julie Swinbank (JS)	Staff Governor
Daniel Benfield (DB)	Parent Governor
Clive World (CW)	Co-Opted Governor
Kathleen Wood (KW)	Foundation Governor
Kathleen Bradley (KB)	Co-Opted Governor
<u>In Attendance</u>	
Joe Larder (JL)	Deputy Headteacher
Alex Hatley (AH)	Clerk to Governors, North Yorkshire Council
Zoe Pick (ZP)	School Business Manager
Katrina Coxan (KC)	Bursar

Items to action

4	Look at minutes & get IT issues resolved	CW, ZP
6	FGB minutes from 22 nd January 2024 to be signed	CofG, Clerk
8	Contact other schools about Years 2 and 3 data	SS
9	Safeguarding reporting form	SS
11	Code of Conduct Policy	CW
14	Create a job description and advert for DHT role	SS
14	Panel for DHT interviews	SS
14	Send letter to Epworth Trust	SS

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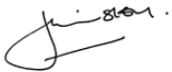
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Minutes

1	<p>Welcome from the Chair and an Opening Prayer: The chair welcomed everyone to the meeting. Introductions were made as there was a new clerk, Alex, covering this meeting.</p> <p>KW shared an opening prayer.</p>
2	<p>To receive apologies for absence and to determine whether any absences should be consented to Apologies were received from Nichola Scrafton (NS), Kate Pepperell (KP), Hannah Long (HL) and Caroline Dawson (CD). These were consented to.</p> <p>18:07: Kathleen Bradley arrived.</p>
3	<p>To remind governors of the need to declare business and personal, interests, pecuniary and non-pecuniary. JL reminded governors to declare any pecuniary and non-pecuniary interests. There were none declared at this meeting.</p>
4	<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. There is an item under Any Other Business that needs to be treat as confidential.</p> <p>CW having difficulties accessing the online drive with the documents. CW to arrange to come in to school to look at the minutes and speak to ZP to get the issue resolved. CW thanked the school and governors for attending Mayfest at the Castle and mentioned it will be arranged again for next year. SS thanked CW for advocating for the school.</p> <p>18:10 CW left the meeting.</p>
5	<p>Notification of any urgent other business. To discuss later in the meeting.</p>
6	<p>To approve as a correct record the Minutes of the FGB meeting held on the 11th March 2024 The minutes and the confidential minutes of the FGB held on the 11th March 2024 were approved as a correct record and were signed at the end of the meeting.</p> <p>Minutes from the January meeting have previously been approved but need to be signed.</p>
7	<p>To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary).</p>

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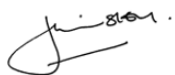
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Minute reference March meeting	Action	Res pon sibili ty	Comment
6	Sign January minutes	JL	To be carried forward to next FGB
8	Contact Bursar about training	ZP	To discuss in this FGB
11	Speak to local councillor regarding temporary classrooms	SS	To be carried forward to next FGB
17	Exclusions Policy – add to next agenda	Clerk	To discuss in this FGB
17	Developing Performance & Capability of Staff Policy & Procedure – add to next agenda	Clerk	To discuss in this FGB
17	Staff Disciplinary Policy & Procedure- add to next agenda	Clerk	To discuss in this FGB
17	LGPS Early Retirement Policy – add to next agenda	Clerk	To discuss in this FGB
17	Resolving Issues at Work Policy and Procedure – add to next agenda	Clerk	To discuss in this FGB
17	Code of Conduct – add to next agenda	Clerk	To discuss in this FGB
17	Sign agreed policies	ALL	To complete in this FGB
18	Confidential actions, see confidential minute	JL	To discuss in this FGB

8 **Educational Standards Report**
Absentees percentages are below national, 5.4% for RMS and national is 17%. The school are working with vulnerable children and families.
The school are doing nurture groups and building positive relationships.
SS visiting pupils homes to pick them up.
Q: Nursery1 and nursery 2 don't fit in line?
A: Statutory attendance is from Year 1, children in nursery have between 15 to 30 hours and it's not mandatory.
Parents are not informing the school if there are any appointments coming up. SS not approving term time leave, if there is a medical or dental appointment for a pupil, the parent must show evidence.

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Standard attainment in reading, writing and maths. SS shared a PowerPoint of figures on a screen in the room. RMS had been invited by School Improvement to join the reading programme in December. Years 5 and 6 taking part in guided reading in short pieces of text.

SS did a peer review at Bedale primary and saw the impact of children on reading intervention which is having a positive impact on children at EXS and GDS. We have introduced this in RMS since January 2024.

Q: What are you doing about year 3?

A: There has been a drop in attainment but an increase to this time last year. Reading Plus intervention has been added to the budget so that the school can purchase more licences.

Maths results for year 3 were at 68% now at 78% and for year 4 were at 69% now at 89%.

More Year 6 children finished the SATs reading papers this year than last. Last week, the children did a SATs paper in the hall to get them familiarised with their surroundings and coming in to the hall silently.

Writing is a priority for the school, and it is improving in each year group.

Literacy Tree included in the budget – there is a yearly fee, but training and consultancy is included.

JL is going to visit a school in Liverpool to look at their literacy as they got an outstanding in recent OFSTED inspection.

1 pupil equates 6% - it is helpful to know numbers as well as percentages as included in the data.

Pupils in year 2 have needed additional support, use white rose curriculum in the morning then a maths intervention in the afternoon. They access interventions across reading, writing and maths. SENCo works with them. SS has taught them previously, the pupils struggle to retain facts and concepts into their long term memory.

Action: to find out if other schools with years 2 and 3 are experiencing the same with it being the Covid years.

Q: Are you noticing those that have more hours in nursery are better learners than those with fewer hours?

A: Yes (parents' feedback)

Data comparisons for those that came through our nursery and who didn't. JS handed out this information.

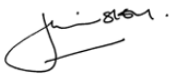
Q: When will you be able to confirm for this year where we are at with our attainment?

A: Data is due back to the LA by the 29th June 2024.

SEND Progress: Attainment in SEND is always variable, it shows current progress and doesn't include the starting point. The school focus on those that require further support. Some children with SEND continue to access Little Wandle phonics intervention.

SS thanks governors for the support during SATs week.

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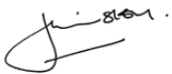
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9	<p>Safeguarding Report This was discussed in the meeting. The data was presented in a different way to usual which had positive feedback. Questions were invited. Action: To continue with this format of reporting on safeguarding in 2024-2025</p>
10	<p>Governor Training Contact Zoe for any training, using Swaledale Alliance and NYES.</p>
11	<p>Policies for approval (key focus)</p> <ul style="list-style-type: none"> ○ 6.11 Leave Policy (HL) JL researched this policy and explained the main points to the governing body in HL absence. ○ 6.18 Parental Leave Policy (HL) JL researched this policy and explained the main points to the governing body in HL absence. ○ Suspensions and Exclusions Policy (JL) JL researched this policy and explained the main points to the governing body. ○ 6.14 Resolving Issues at Work Policy & Procedure (KB) KB researched this policy and explained the main points to the governing body. ○ 6.1 Developing Performance & Capability of Staff Policy & Procedure (KB) KB researched this policy and explained the main points to the governing body. ○ 6.3 Staff Disciplinary Policy & Procedure – Schools (KB) KB researched this policy and explained the main points to the governing body. ○ 6.9 LGPS Early Retirement Policy (DB) DB researched this policy and explained the main points to the governing body. ○ 6.16 Code of Conduct (CW) CW had left the meeting prior to this item so carry this forward. <p>These policies are all North Yorkshire Council HR policies. Agreed: All policies above apart from 6.16 Code of Conduct were unanimously approved to.</p>
12	<p>External Reports and feedback JS, SS and KW have spent time working on the website on the ethos and what makes them a methodist school. The page shows what a parent / carer should expect when they send their child to this school. A statement of entitlement. A large valuable piece of work. Web links also added. SS thanked KW for their time on this.</p>

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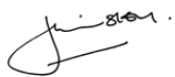
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	<p>There has also been an OPAL afterschool event. It has made a difference to the number of incidents on bullying. Children are enthusiastic and engaging their parents in this event. There was positive feedback from parents from this event.</p> <p>The governors discussed online safety and what it means for the children. Online safety is taught and brought up regularly. There is a safer internet choices crew in year 4 and 5. Some pupils don't understand the difference between friends in real life and online. The crew did a play in front of the whole school and they are looking at doing another one already which will be peer led.</p>
13	<p>Financial Update</p> <ul style="list-style-type: none"> ○ Start Budget <p>Outturn: at the end of January there was £168K surplus to carry forwards, this has increased to £204K. there has been some additional income from nursery, wraparound care and SEN. SS thanked KC for making those significant savings. KC talked through the 3 year forecast with a pay increase for teachers of 3.5% this September then 3% the following two years. There will also be a 6% increase for support staff, then 3% which isn't funded by the DFE and the additional pension grant. Funds are delegated by the local authority. This is included in the budget. There are nursery figures included in the 24/25, estimated £40K for SEN, with more EHCPs going in so this may increase. School meals are estimated from Spring term. Assumptions for years 2 and 3 are based on year 1. Staffing costs are the highest expenditure.</p> <p>Energy costs are dropping, ££% in electric, 65% in gas. ZP has been through the SLAs and contracts with NYES for September. September 2024, there is a drop in pupils in reception.</p> <p>Revised budget is £75K surplus with an in-year deficit.</p> <p>Capital is at £1700 carry forwards. The school would like to upgrade the KS2 toilets.</p> <p>It was mentioned that the school may lose pupils depending on their transport to school following the school transport consultation.</p> <p>Agreed: The start budget was unanimously agreed.</p> <p>17:56 ZP and KC left the meeting.</p> <ul style="list-style-type: none"> ○ Sports Premium Report <p>Looking at increasing the number of children participating in sports. The school have had coaching and CPD from Mike Layfield. Having half hour sessions to support vulnerable children, they practice their skills, given fruit and milk then back to class. This focus is on pupil premium children. Mike has provided this free of charge this year. Extracurricular sports: KS2 take up has gone from 70% to 80%. KS1 take up is low at 32% so are looking at ways to improve. 70 children going to a triathlon experience day in Harrogate in summer.</p> <p>Q: 80% is great, what about the other 20%.</p> <p>A: The 20% are collected by childminders / grandparents etc.</p> <p>Q: Have you any disadvantaged children that cannot take part in the sports? If yes, have you got something different for them to participate in?</p>

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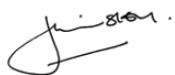


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	A: We do pupil surveys where they can tick what they want to do and still don't attend.
15	NYC Transport Policy Transport policy was discussed under matters arising. SS to keep fighting for this.
16	To deal with any matters agreed for consideration under item 5 above There was nothing further for this meeting.
17	What impact have we had on the learning experience of pupils in the school enabling all in our school community to flourish? SS, JS and KW have updated the school website. Academic performance of the children. Spiritual development in children. Extra curriculum for children.
18	AOB There was no further business for this meeting.
19	Date(s) of next Full Governing Body: - Monday 1 st July 2024 17:30
This meeting closed at 19:52.	

Signature



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