



*Doing all the good we can*

**Richmond Methodist Primary School  
Full Governing Body Meeting on  
Monday 1<sup>st</sup> July 2024 5.30 pm  
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.**

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Date 30/9/24

## In attendance

Sharon Stevenson (SS) Headteacher; Nickey Hebb (NH) Kathleen Bradley (KB) Rev. Kathleen Wood (KW); Julie Swinbank (JS); Caroline Dawson (CD) Jan Linsley (JL), Nicola Scrafton (NS) Clive World (CW), Hannah Long (HL) Kate Pepperrell (KP), Joe Larder (JL) Deputy Headteacher

### Also present

Louise Flanagan, Clerk to Governors, NYC

1	<b>Welcome from the Chair and an Opening Prayer:</b>	The Chair welcomed Governors to the meeting and Kathleen Wood shared an opening prayer.
2	<b>To receive apologies for absence and to determine whether any absences should be consented to.</b>	There were no apologies required as all Governors were present.
3	<b>To remind governors of the need to complete business and personal, interests, pecuniary and non-pecuniary, gifts and hospitality and self-declaration form.</b>	<p><u>Instrument of Governance</u> Governors considered the structure of the Governing Body and confirmed they were happy with the current governance arrangements.</p> <p><u>Link roles</u> Link roles were circulated before the meeting and Governors were asked if they agreed with their current roles. All Governors were happy with their current roles. The Pupil Premium/SEND Link Governor will be Hannah Long.</p> <p><u>Governors Annual Statement for Parents</u> Governors were reminded to notify the Chair if they have done any training so it may be added to the Governance Statement</p>

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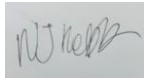
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4	<b>To determine whether any part of the proceedings should be treated as confidential</b>	No items were identified as confidential at this stage.
5	<b>Notification of urgent other business.</b>	There was no urgent other business to be discussed.
6	<b>To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 20<sup>th</sup> May 2024</b>	The minutes and confidential minutes of the FGB meeting held on the 20 <sup>th</sup> May 2024 were approved as a correct record and will be signed by the Chair as soon as possible.
7	<b>To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)</b>	<p><u>Actions</u>  The reply from Epworth Trust was shared with Governors.  Clerk to send March Meeting minutes to the Chair.  Temporary classrooms to be discussed.</p>
8	<b>Round Robin feedback</b>	<p>Governors met with staff between 5.30 and 6pm to discuss wellbeing and curriculum.</p> <p><u>Wellbeing</u>  Early Years staff stated they felt well connected, they do a lot together as a team and have good links with parents and pupils. Mental Health activities take place to support EYFS.</p> <p>Y1/2 staff advised that outdoor play and learning (OPAL) has been successful. An emotional check-in takes place each day as pupils arrive, Mental Health teddy bears have been very successful as have nurture groups. Positive teamwork is in place and staff feel well supported. Staff identified some times where they cannot give in-the-moment nurture due to numbers of children in the class and lack of Teaching Assistants (TAs) following changes to staffing agreed in January 2024.</p>

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Y3/4 staff stated they have a very supportive team, tangible benefits are provided to staff eg giving them extra time for data entry etc. Pupils have enjoyed OPAL and the new football group. Pupils have received specific interventions.

Y5/6 staff advised that wellbeing was an important consideration for SATS and pupils did not feel under pressure, some even enjoyed the process. For teachers live marking is a time saver and a lot of planning takes place online.

### Curriculum

Y1/2 Reading is a strength, need to have consistent use of Little Wandle. Challenge next year is to maintain consistency in reading eg practice sessions.

EYFS - 89% got expected or above. Catch up sessions provided if pupils join mid-year and have not been with RMS. Some of the writing was very impressive. There were some concerns about the White Paper. Next year there is a plan to make the literacy tree work better and work on pupils becoming more self reflecting.

Y3/4 – there are lots of strengths across maths/writing and the maths programme is well embedded. The Early Careers teacher has had time to complete a course, it was agreed that it is positive RMS is supporting their development. The HLTA is a strong maths practitioner. With Literacy Tree, scaffolding in writing is positive. Chromebooks are useful when writing is a challenge, this also supports those pupils who have English as an additional language (EAL). For next year plan to keep spellings into year groups rather than bands; refining reading and continue to develop Maths Mastery. A Governor advised they were impressed with answer about EAL as every individual counts.

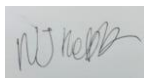
Y5/6-Staff agreed splitting four ways for maths has helped, reading project has a good impact. Use of printed maths booklets is saving time in Maths. Staff were very keen on the Literacy Tree which covers all grammar points. Pupils are exposed to more vocabulary, staff are keen on improving grammar, weekly test might be helpful for retention. Staff were positive about knowledge checkers. Concerns that learning objectives are vast for certain subjects, it would be useful to narrow them down for some subjects.

		<b>School Improvement</b>
9	<b>Headteacher Report</b>	<p>The Headteacher's Report was circulated before the meeting and the following points were highlighted:-</p> <p><u>Safeguarding report</u>  There are several open Early Help cases and a Child in Need meeting has taken place. A prejudice-based incident has taken place in school. Keeping children safe online takes up a lot of leadership time, both talking to pupils and reporting on CPOMS. The leased devices have the same filtering and monitoring as school devices which cannot be removed. All inappropriate internet searches are blocked.</p> <p><b>Governor Question (GQ): Have you had much interest in the devices?</b> 30 parents have shown interest so far.</p> <p><b>GQ One vulnerable child left the school site, are there any things you would do differently?</b> We have reflected and evaluated following the incident, a reminder has been given to staff to keep radio silence so only members involved in any incident are aware of the details.</p> <p><b>GQ Do you use single channel on the walkie talkies?</b> Yes, it was suggested tuning into a different channel.</p> <p><b>GQ Do police not respond to incidents of this nature?</b> No. We are advised not to follow a child, but always do. Police have never attended an incident of this nature. The systems we have put in place work and we always contact parents.</p> <p><b>GQ Have you thought of contacting Chief Constable?</b> They have insufficient staff, it would be useful if the PSCO came in to discuss with SLT.</p>

		<p><b>GQ Is there anything we can do to stop pupils leaving? They can jump/climb gates when determined. We will continue with as much vigilance as possible.</b></p> <p>Governors were positive about the format of the Safeguarding Report.</p>
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11	<b>Safeguarding</b>	Referred to in item 9.
12	<b>Governor Training</b>	If any Governors complete external training they should advise the school.
13	<b>Governor Links</b>	This was discussed earlier in the meeting.
14	<b>Annual Governance Statement</b>	This was discussed and agreed by Governors.
15	<b>Policies for approval</b>	<p><u>Reorganisation Redundancy &amp; Redeployment (KB)</u></p> <p>NYC model policy, covers every stage eg timelines and committees, communications, implementation and offers. Doesn't cover appeals which are in a separate policy The yellow paragraph refers to pay protection.</p> <p style="text-align: center;"><b>NS and NH left the meeting at 19.00</b></p> <p><u>Code of Conduct (CW)</u></p>

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Advised to change `staff *should* not use degrading.....to `staff *must* not use degrading....`

### **NS and NH returned to the meeting at 19.03**

7.5 CW suggested that if arrested a staff member should tell school immediately, Clerk to check if the policy can be amended.

Lockdown – to be read in conjunction with Lockdown Policy

#### Travel & Expenses (CD)

NYC policy - if any staff members are using their own vehicle for school business it is the Headteacher's responsibility that the staff member has business insurance. Claims process and procedures are described and are very clear.

**GQ Do they need business insurance to attend training? Yes. SS to draw staff attention to this.**

Green travel scheme – assisting people to travel to and from work, interest free loan to purchase an annual travel pass. Governors agreed to adopt it the Green Travel Scheme.


It was noted that isn't anywhere to agree policy, HT to notify ZP.

#### Relationships & Sex Education (KW)

Produced by staff in conjunction with DfE, consulted with staff parents and Governors. Values, intent, implementation and impact and assessment are included. Roles and responsibility of FGB with HT, it addresses needs and trends and ensures students are protected. Must be available to parents and reviewed on a three year cycle. Governors noted it needs to be reviewed now and agreed this should be annually. Ensure Link Governor for this. It was suggested LGBT should be updated to LGBTQI+.

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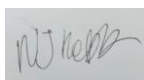


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		<p><u>Governors' Allowances (CD)</u></p> <p>Short clear policy outlining what claims can be made and states they need to go through the Headteacher.</p> <p>Changed from Scheme to Governor Allowances Policy</p>
16	<b>External Reports</b>	There were no external reports, Donna Makepeace (SEA) is visiting tomorrow regarding SEND and this record of visit will be available for the next FGB.
17	<b>Revised Budget and Financial Update</b>	<p>The Budget reports were circulated before the meeting.</p> <p>Key Variances – income from English Hub, a lot of work taking place on early reading and phonics. RMS did not receive as much Covid funding as expected There have been additional cleaning charges, there are some concerns about quality of cleaning, a new line manager is in place so this should improve.</p> <p><b>GQ Can we go out to tender for cleaning contract? Yes, some schools have their own caretaker but employ external cleaners, SS to update at September meeting.</b></p> <p><b>GQ Most of the lines `actual to date` is low, is that because we're early on in the financial year? Yes.</b></p> <p>Capital for maintenance is only £7184, bids submitted to NYC to replace building fascias. NYC have advised that capital should be used for fascias, however this money was earmarked for upgrading the toilets. Electrical work cost school £4k via NYC. SS to contact NYC about this and advise of Governors' concerns about this.</p>
18	<b>Pupil Premium Strategy</b>	The strategy has been uploaded to the website.
19	<b>Confidential Item</b>	There were no confidential items.

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20	<b>To deal with any matters agreed for consideration under item 5 above.</b>	Governors were advised that on 30 September pupil/ support staff voice will be captured before the meeting. SS to send out email for volunteers.
21	<b>What impact have we had in 'doing all the good we can' to enable our school community to flourish.</b>	<p><u>Governors considered the Governance Impact for the year</u></p> <ul style="list-style-type: none"> <li>• Relationships are very positive between staff and Governors, Governors feel part of the school team. Hope staff feel appreciated by Governors.</li> <li>• Governance is grounded in the school's vision and values for pupils</li> <li>• Pupils have grown spiritually</li> <li>• Vision statement runs through everything</li> <li>• Really secure staff team with low staff turnover</li> <li>• Support for SEND and vulnerable pupils</li> <li>• Key initiatives such as OPAL have been revolutionary</li> <li>• Student teacher was complimentary about the school</li> <li>• Opportunities to be involved with community and they can see the school's values</li> <li>• There is no complacency and leaders are aiming even higher</li> <li>• Pupils have undertaken fundraising, have good links to community which gave families belief and ownership</li> <li>• £13-15k has been raised, pupils and parents can make suggestions for expenditure via FORMS</li> <li>• Governor presence at community events</li> <li>• Attainment reviewed and moving it forward</li> <li>• Early Years provision is strong</li> <li>• Clubs are successful. Today came 3rd in Yorkshire cricket competition (over 800 primaries entered), every year training takes place, school has links with Richmond Cricket Club.</li> <li>• Reviewing budget regularly with a plan in place</li> </ul>

22	<b>AOB</b>	There was no other business to be considered.
23	<b>Election of Chair/Vice Chair</b>	<p>As it was Jan Linsley's last meeting as Chair, she thanked the Governors for their hard work and support.</p> <p>Governors noted Chair and Vice Chairs are appointed for two years.</p> <p>Nickey Hebb left the room at 19.36 and Governors unanimously agreed to elect her as Chair for two years.</p> <p>NH returned to the meeting.</p> <p>SS stated what an exceptional Chair JL has been, especially through difficult times eg Covid and she was presented with flowers. JL complimented SS noting how she has strengthened the school and enabled staff to understand what Governance is.</p> <p>Kathleen Wood and Kathleen Bradley left the room at 19.40.</p> <p>Governors agreed unanimously to appoint KB and KW as Vice Chairs for two years and they returned to the room at 19:44.</p> <p>Governors agreed that Joe Larder, Deputy Headteacher, will be invited to all Governor meetings.</p>
24	<b>Dates for 24/25</b>	<p><u>Autumn Term</u>  30th September 2024 (educational performance)  25th November 2024 (Finance/Round Robin)</p> <p><u>Spring Term</u>  20th January 2025 (educational performance)  10th March 2025 (Finance/Work Scrutiny)</p>

Summer Term

19th May 2025 (Finance)

23rd June 2025 (Ethos, vision and values/Round Robin)

There being no other business the meeting closed at 7.57pm

Signed



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