



Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 30th September 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.**
- **Purple denotes Governor approval**

1 OFFICIAL

Signed:

Date: 25/11/24

In attendance

Sharon Stevenson (SS) Headteacher; Nickey Hebb (Chair, NH) ;Kathleen Bradley (KB) Rev. Kathleen Wood (KW); Dan Benfield (DB); Julie Swinbank (JS); Jan Linsley (JL), Hannah Long (HL) Kate Pepperrell (KP), Joe Larder (JL) Deputy Headteacher

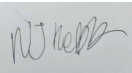
Also present

Louise Flanagan, Clerk to Governors, NYC

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.	Caroline Dawson Kathleen Bradley Nicola Scrafton (Clive emailed me to advise he would be leaving early but didn't attend.)
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 and a register of gifts and hospitality forms were completed during the meeting.
4	To determine whether any part of the proceedings should be treated as confidential	No items were identified as confidential at this stage.

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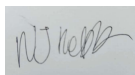


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5	Notification of urgent other business.	Bike Park proposals will be discussed at item 22. RLE visit will be discussed at item 12.
6	To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 1 July 2024	The minutes and confidential minutes of the FGB meeting held on the 1 st July 2024 were approved as a correct record and will be signed by the Chair as soon as possible.
7	To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)	<u>Actions</u> All actions were complete. Chair of District (President Elect) can take forward feedback regarding the Epworth Trust.
		Part A School Improvement
8	Educational Standards	SS updated Governors on the following:- <u>Attendance</u> Attendance is strong and is higher than Local Authority (LA) and national averages. RMS is still working hard on this by supporting families that find attendance challenging eg providing support on emotional based school avoidance and working on partnerships for parents. However leaders will still move forward with fines where necessary. <u>Statutory Assessments 2024</u> Early Years (EY) was a real strength and above LA and national averages.

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RMS are also in the top three of Methodist schools, so pupils are getting a good start which is sustained over time.

Phonics Screening Check

87% passed by end of Y1, this includes three pupils with English as an Additional Language. It was noted that Little Wandle is having a real impact.

Governor Question (GQ) How are you estimating? Through Insight which can compare data with other schools, it is usually fairly accurate.

Multiplication Tables Check

This has been a challenge in the past, now making improvements over time, although still below national averages. (National is about 34% RMS is 26%). Significant progress has been made over the last three years, this is due to Mastery approach, Times Tables Rockstars, rolling numbers, chanting etc.

KS2

One child has been removed from data. Reading is at 83% expected, 49% children achieved greater depth.

The high scores in reading are partly due to a project run by the LA, where whole class guided reading takes place across Y5/6. Also a reading comprehension programme has been introduced called Reading Plus which improves fluency and this will roll this out in Y3 and Y4 too.

GQ How do teachers find guided reading? JL stated it has proved engaging, pupils gain experience of different books. Can now have reading conversations with lower ability pupils and it has brought everyone together. Pre-made resources were positive, have run out so now need to make own.

Writing

78% and above national average in expected and greater depth.

Challenges

In line with national average for Maths, but still showing progress from last year (52% expected up to 72%)

GQ Were the Maths papers considered difficult this year? Yes there were negative comments about Maths Paper 3.

Another school has worked with the Maths Hub for two years and achieved 100% for Maths, it is the sustaining year for Maths Hub, which means work continues and training is delivered to staff.

GQ Are you pleased with writing results? Very pleased with it, it is surprising how quickly pupils can make progress.

DB left the meeting at 6.01pm

Grammar, Punctuation and Spelling (GPS)

The Literacy Tree helps as it concentrates on GPS. Once a week there is a GPS focus lesson.

Core Subjects

Attainment over core subjects is a little too variable across year groups. Programmes are in place to focus on those borderline pupils, looking at what are the specific gaps. Using pre-check info to guide teaching and giving staff confidence to adapt their teaching and learning.

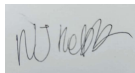
Attainment overview for reading was shared, Reading Plus will support this.

GQ Apart from Y4 there is a drop off in all years after Summer Holidays, what can be done to mitigate this? Historically we have not set work, it can exacerbate the gap with families that do more than others. We could ask parents if they wanted to do anything. Summer Reading Challenges via the Library are always on offer.

DB returned to the meeting at 6.05pm

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Writing Attainment Overview

Focus on variability across each year group, hoping that the implementation of the Literacy Tree will provide an impact. Looking at early writing in Y1, work on transcription and the mechanism of writing.

GQ Is there a Y3 issue? There are less pupils in this year group so each pupil is `worth` 3.3%, whereas it is 2% for the other year groups. Can also be affected by the transition from KS1 to KS2.

Comparison between Summer 2023 and Summer 2024

Progress in almost all years, Y3 is lower. Y1 teacher has moved to lower KS2, hopefully that will have an impact.

Aspirational targets for Summer 2025 were shared on screen, these were set with teachers input looking at pupil data.

GQ Are there any external sources of evidence? No longer use Fischer Family Trust.

Leaders are looking at how school assess, track and report to parents for pupils with SEN as it can seem they do not make progress. ISEN is being used with one class.

Attainment Overview for pupils in Reception Summer Main Assessment

The above was shared on screen. Little Wandle underpins all of this, there is no trend or pattern context for each child as they all have different needs.

Progress overview for pupils in Reception

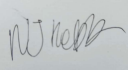
Focus on self regulation, impact of Covid on working together skills, gaps in histories due to Covid as visits were not done. Some pupils had more adult company in lockdown than they used to. There are case studies for pupils available.

9	School Improvement Plan (SIP)	<p>The school data is fed into SIP, it is a live working document.</p> <ul style="list-style-type: none"> • Striving for attainment and progress, desire for pupils to flourish, with a strong strategy for Mental Health; OPAL play policy and theological Christian vision. • Nurture having a real impact on pupils • Increasing opportunities for Parent Feedback • Reflecting on what's gone well eg SEN changing drop-in times, one to one meetings, trying different ways to engage with families • Sleep issues raised by parents so support provided • Lot of internal and external support <p>A Governor advised they feel good mental health and wellbeing should be the priority and are well embedded at RMS.</p> <p>GQ Priority 5 mentions a national project on curriculum review, do we have a way to look at the early learning from that? We do not want to change anything yet because of the reviews and haven't received any further information.</p> <p>SS advised that current work is having an impact and focussed work is taking place and analysing the results.</p> <p>Governors agreed the School Improvement Plan.</p>
10	Safeguarding	<p>The update was shared on Teams before the meeting.</p> <p>23/24 data was included so comparisons can be made, SS referred to new referrals and summarised other data.</p>

		<p>GQ Are you measuring new incidences or are some carried over? Some were carried over, SS can provide this detail next time (AP).</p> <p>All Governors confirmed they have read Keeping Children Safe In Education.</p>
11	<p>MH and Wellbeing Strategy</p>	<p>The Mental Health and Wellbeing strategy was shared before the meeting. It contains the school's approach in one document, Governors were asked for input and noted it aligns with the RMS vision.</p> <p>GQ Children fill in `all about me when join` would this be useful to do every year? It would be interesting to look back on and useful for teachers when transition to next class? Teachers speak to next teacher at transition time. A summer scrapbook was also suggested.</p> <p>Q Should we include ensuring the adults are appropriately trained? We are not trained counsellors, however staff are trained in specialisms eg grief training. Staff have opportunity to speak with the School Chaplain for pastoral support.</p> <p>GQ Are we using social media to share success? We use Class Dojo, as well as uploading onto Facebook.</p> <p><u>Suggested Amendments</u></p> <p>p.4 `assembly's` change to assemblies/acts of collective worship</p> <p>`Governors` change to variety of Governors ie instead eg</p> <p>`Emersion` change to immersion</p> <p>Refer to Mental Health as `poor/sub optimal Mental Health` (AP)</p>

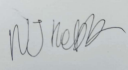
12	SIAMS Inspection/SIAMS SEF and our theologically rooted vision	<p>SS advised the SIAMS inspection is due this year.</p> <p>Julie and SS are working on SIAMS SEF, staff have also fed into this. This will be shared shortly.</p> <p>SIAMS inspector will speak to governors, parents and pupils.</p> <p>GQ How long do you have between the notification phone call and inspection? One week.</p> <p>The third visit from the RLE has taken place, the report has been uploaded to Teams. The RLE can be invited to the SIAMS feedback session. Strong visit, and it was advised it was the nicest report ever written, RMS is an exemplar school.</p>
13	Governor Training	<p>Data Protection, Cyber training is due.</p> <p>SS has a quiz to send out to Governors. (AP)</p> <p>Governors to email Zoe with any training needs. (AP)</p>
14	Governor Monitoring	<p><u>SEND -HL</u></p> <ul style="list-style-type: none"> • HL met with Lucy last week for an overview. She is an exceptional SENCO, works hard and is nurturing towards children. Nurture plan has been written by Lucy and is valued by the school • Numbers of pupils with SEND were 38 last year and 33 this year, discussed why pupils had moved, parental feedback • 5/38 responded to feedback request • Feedback was positive, one wasn't but didn't give specific detail. Sports day was noted as not as accessible for non-abled bodied • Positive comments on transition, some requesting more homework

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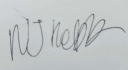
		<ul style="list-style-type: none"> • LA visit from Donna Makepeace was very positive, highlighted to know number of vulnerable families accessing additional clubs in school. Scaffolding has improved, evidenced within the books • SEND is in line with national averages • Next steps – SEND policies to be updated • Analyse and strategically plan clubs for SEND pupils give them leadership roles within school • SEND progress tracking via ISEND, track back how useful it is • Pupils happy and nurture groups positive, very impressed • Staff are mindful of Lucy’s wellbeing <p><u>Collective Worship KB</u></p> <ul style="list-style-type: none"> • KW visited Collective Worship, at the end of July will collate feedback • Pupils were remembering what they had learnt about spirituality • Multi sensory, time to think and reflect, big and small questions, interactive, power of music were all noted and the policy aims are taking place. <p><u>Nicola Scrafton to share monitoring report next agenda AP)</u></p>
15	Governance	<p>GIAS check is complete.</p> <p>Review Standing Orders - on Teams and agreed by Governors</p> <p>Consider Skills Audit – not at this time</p> <p>Governance Strategic Plan - proposed schedule of meeting to use as strategic plan.</p>

16	Policies for approval	<p><u>School Child Protection Policy – NH</u> NYC policy includes LA local safeguarding procedures, nothing changed other than KCSiE Safeguarding and Child Protection are all in one</p> <p><u>SEND Policy – HL</u> Written by Mrs Coates, reflects legislation and SEN code of practice. Very inclusive, pupil voice valued at all stages, transitions discussed. Plan for what staff need to be doing roles and responsibilities are clear</p> <p><u>SEND Information Report – HL</u> Includes code of practice, statements made on 14 areas are included</p> <p><u>SEND Whole School Provision – HL</u> Wonderful document, area of needs listed. For each area it details what RMS offers in quality first teaching, interventions are listed too KP will send some comments to SS (AP)</p> <p><u>RE Policy – KW</u> Mix of NYC syllabus and units of work provided by RE today. Aims listed, entitlement listed. Curriculum three I's. Details cultural, spiritual and social development.</p> <p><u>Complaints Policy – DB</u> Outlines concerns and complaints policy, identifies them as two different things. Three step process clearly outlined. Still have wrong Chair of Governors and Clerk (AP) List of roles and responsibilities are on p12, do we have a parent version?</p> <p><u>EYFS Policy – KP</u> EYFS policy school written. Covers structure curriculum, assessment around EYFS 4 guiding principles. Lovely inclusive policy. Typo on p8, should refer to parents and carers, contents refer to app2 but not included (AP)</p>
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		<p><u>Budget Management Policy</u> Headteacher can spend £5k for single transaction.</p> <p>Governors AGREED the above policies.</p> <p>School Medical Policy – NS and Children with Health Needs – CD will be considered at the next meeting. (AP)</p>
17	External reports	This was discussed earlier in the meeting.
		Part C Resources
18	Revised Budget and Financial Updates	<p>Updates were uploaded to Teams before the meeting.</p> <p>Keeping in year deficit low as next year is a challenge, variances were listed in the report.</p> <p>GQ Report ending 31/8 note unpaid holiday is listed under expenditure? Needs to be corrected to income. AP</p>
19	Headteacher PM Update	The HT PM meeting took place on 13 th September with KB, KW, NH and Don Parker (external advisor) in attendance. All targets were met and Governors agreed an increase of one increment point.
20	Health and Safety/Premises	<p>SS has sent a letter to NYC as RMS has been charged £4.5k for electrical works which uses capital expenditure allocated for toilet renovations. SS stated this shouldn't come out of the budget so has appealed to NYC.</p> <p>Included in investment fund is funds for the repair of facias at the rear of the school, LA suggested that RMS pay £1k from next year's capital budget, NYC pay rest.</p>

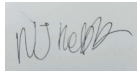
		Part D Any Other Business
21	Confidential item	There were no confidential items
22	To deal with any matters agreed for consideration under item 5 above.	<u>Bike park</u> There is a local project for a community bike park on a plot of land near the racecourse, which would be incredible for pupils. If agreed by the Council this evening RMS will provide support, there will opportunities for school to get involved.
rle22	AOB	There was no other business to be discussed.
23	Impact	<ul style="list-style-type: none"> • Celebrated success and recognised priorities for this year's development • Reviewed and amended policies • Invested in whole school Mental Health strategy • Validated SEN provision in school through monitoring • Supported school safeguarding by reading KCSIE • Recognise the local Christian vision is embedded in school • Monitored the budget • Supported the SIP • Recognised and celebrated the performance of the Headteacher
24	Dates for 24/25	<u>Autumn Term</u> 25th November 2024 (Finance/Round Robin) <u>Spring Term</u> 20th January 2025 (educational performance) 10th March 2025 (Finance/Work Scrutiny) <u>Summer Term</u> 19th May 2025 (Finance)

Signed: 
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		23rd June 2025 (Ethos, vision and values/Round Robin)
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There being no other business the meeting closed at 7.40pm		
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