



Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 25th November 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**

Signature:K.Bradley
Mrs Kathleen Bradley
Date: 20/1/25

In attendance

Sharon Stevenson (SS) Headteacher (via TEAMS); Nickey Hebb (Chair, NH); Kathleen Bradley (KB) ; 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

Caroline Buck, Bursar NYC

Zoe Pick, School Business Manager

		The Round Robin took place until 6.05pm
1	Welcome from the Chair and an Opening Prayer:	The Chair welcomed Governors to the meeting and Sharon Stevenson shared an opening prayer. Governors introduced themselves to CB.
2	To receive apologies for absence and to determine whether any absences should be consented to.	Clive World was present for Round Robin and then left the meeting giving apologies. Kathleen Wood sent apologies ahead of the meeting. 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.	Clive World may still need to complete Business Interest forms. LF to check business interests.
4	To determine whether any part of the	No items were identified as confidential at this stage.

2OFFICIAL

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	proceedings should be treated as confidential	
5	Notification of urgent other business.	There was no other urgent business.
6	To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 30th September 2024	The minutes and confidential minutes of the FGB meeting held on the 30 th September 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)	<p><u>Actions</u></p> <p>Actions were updated on the Summary of Actions.</p> <p>With regards to the standard of cleaning, SS advised that a new manager is holding cleaners to account. If there is no improvement there will be a move to formal support, things are improving but still a long way to go.</p> <p>Governor question (GQ) Is mobile cleaning more expensive? No it is part of SLA with North Yorkshire Council (NYC) so there is no cost, they can come late at night.</p>
15	Revised Budget and Financial Updates	<p>This item was moved forward in the meeting, CB highlighted the following points:-</p> <p><u>Income</u></p> <ul style="list-style-type: none"> • Pupil numbers are decreasing slightly and this is reflected on delegated budget line

3OFFICIAL

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- New grant core school funding grant received of £26,718 (part year payment), next year this will be £37,442
- Nursery is currently quite full so the budget is reflecting high numbers.
- SEN funding reflects the current number of pupils with EHCPs, taking into account any leaving
- Pupil Premium included with numbers from October census

GQ Pupil Premium is increasing next year from 55 to 68, why? The census figures do not include Nursery pupils, we have an idea of Nursery figures for pupils we know about.

- Funding coming in for holiday club, there is a drop in funding in future years as there is no grant, only parent income
- Bank interest is quite high, this is shown as decreasing for future years
- Also included are staff absence refunds for first year, some PTA income from donations and wraparound funding
- Recovery premium from Covid will end after this year

GQ There was a deficit around school meals last year, is this still an issue after we increased the fee? It is complex area, we are always going to be in a deficit as the charge is £3.17 and income is around £2.54. We did ask the Local Authority (LA) if a dual meal price was possible but they advised not. We plan to look into other companies. According to benchmarking RMS is in line with other schools.

GQ Are other schools doing dual prices? No.

Expenditure

- Staffing costs are managed by ZP, inflation and increments are built in. £25k allocated for agency supply.

GQ We have to pay an apprentice levy, can we get any benefit from that? You can take an apprentice on and use funding for them or use it to pay for training for the apprentice.

- There have been some issues with the water provider so have recently switched to a new one.
- The ICT codes are new, had to change what needs to be charged to each code.

In year balances

£56k surplus (191k carry forward so impact is for year three)

Next year predicted £78k deficit

Following year predicted £181k deficit

GQ For Nursery a staff member has been removed in budget, can that be put back in budget? It is based on predictions and ratios. The extra staff member in January is supply.

GQ Why are we having to do that if we employ them? There are always less pupils in September as children join the term after they are three, so this provides a contingency.

GQ The forecast for Reception numbers is still low? We currently have 38 so hopeful there will be more, we still have until January 15th.

GQ What is the maximum you can have? 45 pupils. Have included existing nursery pupil's families.

GQ Regarding benchmarking for energy costs, we seemed to be higher than comparable schools? We have made changes to lighting. The benchmarking is 22/23 so we might not see impact yet. Heating is controlled by the LA and is often on when not needed, this has been challenged but LA state it is on a timer.

5OFFICIAL

		<p>GQ Are schools in benchmarking NYC schools? The first column is NYC schools yes.</p> <p>GQ The energy costs could be variable? We have been advised not to include inflation.</p> <p>SS advised it is a budget to be celebrated, the revised budget is in a much healthier position than the Start Budget.</p> <p>The revised budget was APPROVED by Governors.</p> <p><u>Benchmarking</u></p> <p>Governors noted that RMS in generally in line with other schools, The figures provided are from 22/23 so it is not a current document.</p> <p>CB was thanked for her report and left with ZP at 6.46pm.</p>
		Part A School Improvement
8	Headteacher's Report	<p>The Headteacher's Report was circulated before the meeting and SS updated Governors on the following items:-</p> <p><u>Electrical Works</u></p> <p>NH wrote a letter to NYC questioning the bill. A meeting took place with NH,SS and the Property Maintenance Officer, his subsequent response is in the Headteacher's report. An offer has been made not to charge £1k for replacement fascias. This was put to Governors who agreed to this offer to bring the matter to a close. However NH and SS will draft a response to NYC.</p>

6OFFICIAL

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Health and Safety

Autumn paperwork check has taken place, only two medium risk items found and both have been diarised. Managing Visit Emergencies training is a new course which will be undertaken.

Premises Update

Legacy grant will be replaced this year no cost, three grants available for wraparound and nursery places These have been applied for and RMS will be notified of the outcome next year.

Governor Question (GQ): Where would the modular building situated? At the front of the school, part of EYFS area.

GQ How many pupils does it seat? 30.

GQ Do we have enough pupils in Richmond for this? We have asked the LA for a pupil forecast and we are waiting to hear back. Currently we have 32 nursery children, if next year there are 32 in Nursery and 16 starting in September we will need more capacity. If not required we can still use it for a different purpose.

PM and staffing

An update was included in report. Staff absences have impacted the staffing and supply budget, this is being monitored by senior leaders. An update on the ECT was provided.

Attendance

SS advised there is lots of positive work going on and RMS are working with families to provide support. Welfare checks and home visits have been made. Attendance warning letters have been issued for absence and also lateness. One of the visits from Donna Makepeace will be an attendance visit

GQ Do you track underlying reasons for non-attendance? Every time a parent calls to report an absence the reason is recorded so we can look at trends and address issues with parents.

		<p>GQ Are there any current trends? No, all individual reasons and circumstances. Parenting often affects lateness. The pandemic affected structure eg some parents working from home, some parents have challenges with their own Mental Health.</p> <p>Open evenings and tours have taken place and there is a positive presence on Social Media, dates for diaries were shared to Governors.</p>
9	Safeguarding Report	The Safeguarding Report was shared before the meeting, SS noted that there is a decrease in cases open to Early Help..
10	Governor Training	NH will ask ZP to check if all Governors are up to date with training,
11	Governor Monitoring	<p>KW's report was shared before the meeting.</p> <p><u>Premises NS</u> Each term NS performs a Health and Safety check both internal and external with ZP and the caretaker. Issues found could be major or minor. Several larger jobs are needed but there is a cost issue. Statutory items are completed, the remainder is a wish list.</p> <p>GQ There is a mention of an asbestos survey? The quote was more due to risk of asbestos. It is now deteriorating which needs investigation by the LA.</p> <p>GQ Do you and Zoe feel confident challenging Lauren about the state of the asbestos? NS doesn't see Lauren, she deals with ZP.</p> <p>SS advised the toilets will be improved this academic year.</p>

12	Governance	<p>RE report will be available next meeting.</p> <p>Lucy Coates will on lead Mental Health in school, Governors interested in attending the termly focus group should email Lucy who will advise dates and times.</p>
13	Policies for approval	<p><u>Children with Health Needs – CD</u> Obligated to provide support no matter what the health needs are. Responsibility of school – whatever education is on offer must be made clear, the onus is on the teacher. If school not responsible then LA responsible</p> <p>GQ How is that decided? School is responsible for first period of absence, then health and medical team take over so it is based on timescales. Can ask that is included in policy. Doesn't tend to be onerous, there are a lot of positive elements to the policy.</p> <p><u>School Medical Policy – NS</u> Inclusivity regardless of need, refers to the importance of engagement with child and parent. Covers all medical conditions.</p> <p>GQ Does the school have an epipen? Epipens are available in school but for named children, epipen box is expensive. NH look into charity provider. Training takes place in First Aid sessions.</p> <p><u>Budget Management – DB</u> Based on LA model, following this already. Section 2 needs to delete Resources Committee Website needs to be updated – still shows JL as Chair and Jon Armitage as a Governor.</p>

9OFFICIAL

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		<p><u>Charging and Remissions – NH</u> Focus on what school can and cannot charge for. Arrangements about how the building is hired, eligibility for those pupils who struggle with costings is included.</p> <p><u>GDPR (includes 13 policies) KW Next meeting</u></p> <p><u>CCTV – CW – next meeting</u></p> <p><u>Cyber Response Plan KB</u> Policy unchanged since last review, provides guidance on what to do in event of cyber attack. Key phone number aspects for connected services. Assuming all phone numbers are up to date.</p> <p><u>Health and Safety NS</u> Unchanged from last time, who responsible who actions, how information is shared, Names are up to date.</p> <p><u>Pay Policy HL</u> NYES Policy, very clear, all pay scales included as is the guidance. Page 6-8 refers to making a choice of which part school is adopting, so this needs to be changed. Need to attach a document?</p> <p>The above policies (with the exception of GDPR and CCTV) were APPROVED by Governors.</p>
14	External reports	This was discussed earlier in the meeting.
		Part C Resources
15	Revised Budget and Financial Updates	This item was discussed earlier in the meeting.
16	Health and Safety/Premises	This item was discussed in the Headteacher’s Report.

Part D Any Other Business		
17	Confidential item	There were no confidential items.
18	AOB	There was no other business to be discussed.
19	Impact. How are we enabling all in our school community to flourish?	<ul style="list-style-type: none"> • Discussed literacy tree at the Round Robin • Potential of building changes • Secured budget • Discussed Epi-pen arrangements • Safeguarding and attendance confirmed as timely and accurate • Ratified policies to ensure compliance and consistency
24	Dates for 24/25	<p><u>Spring Term</u> 20th January 2025 (educational performance) 10th March 2025 (Finance/Work Scrutiny)</p> <p><u>Summer Term</u> 19th May 2025 (Finance) 23rd June 2025 (Ethos, vision and values/Round Robin)</p>
There being no other business the meeting closed at 8.09pm		