




Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 20th January 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: 
Mrs Kathleen Bradley
Date: 10/3/25

In attendance

Sharon Stevenson (SS) Headteacher; Nicola Scrafton (NS), Kathleen Bradley (KB, Vice Chair) ; Julie Swinbank (JS); Rev Kathleen Wood (KW); Jan Linsley (JLi), Hannah Long (HL), Joe Larder (JLa) Deputy Headteacher, Clive World (CW), Daniel Benfield (DB)

Also present

Louise Flanagan, Clerk to Governors, NYC

1	Welcome from the Chair and an Opening Prayer:	The Vice Chair KB welcomed Governors to the meeting and Rev KW shared an opening prayer.
2	To receive apologies for absence and to determine whether any absences should be consented to.	Caroline Dawson, Kate Pepperrell and Nickey Hebb sent their apologies and these were consented to by Governors. Governors agreed that Joe Larder will become an Associate Member for one year.
3	To remind governors of the need to complete business and personal, interests, pecuniary and non-pecuniary, gifts and hospitality and self-declaration form.	No business interests were declared
4	To determine whether any part of the	SIAMS feedback will be minuted confidentially.

2OFFICIAL

Signature:




Mrs Kathleen Bradley

Date: 10/3/25

	proceedings should be treated as confidential	
5	Notification of urgent other business.	SIAMS and school meals provision will be discussed at item 18.
6	To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 25th November 2024	The minutes and confidential minutes of the FGB meeting held on 25 th November 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 Summary</u> The Summary of Actions was updated.
		Part A School Improvement
8	Headteacher's Report	The Headteacher's Report was circulated before the meeting and SS updated Governors on the following items:- <u>Attendance</u>

3OFFICIAL

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

Attendance is strong and above national average for authorised, non-authorised and persistent absences. Support for attendance is provided in school and Governors noted the consistency in attendance over time.

Statutory Assessments

Governor Question (GQ) Has the data been updated recently? Yes, some papers were re-marked and one child was removed from the data. The combined score for reading writing and maths is 60 which is above the Local Authority average and in line with national. Changes to guided reading have had an impact, reading average was 107 and is now 108, maths average has increased from 103 to 104.

Attainment Overviews

A slide was shared on screen showing attainment over time.

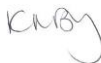
GQ What is happening in Year 1? In Year 1 there is a leap in curriculum and pupils are assessed differently. There is some instability in one of the Y1 classes, this is being addressed via assessments to establish which interventions are needed.

GQ What is the average? 94 at the end of Reception.

GQ Can you explain the drop in Y6? The assessments in rest of school are NTS, Y6 sit old SATS papers instead. Governors noted that in December 2024 78% of pupils had already reached their end of year expectations.

GQ How do you determine aspirational targets? Data from last year, trends and from support we have given this year.

4OFFICIAL

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

GQ What is staffing like for Little Wandle interventions? A TA has returned from long term absence today. SS and the SENCO are going to visit East Whitby School to learn about how they timetable TAs.

DB joined the meeting at 6:01pm

Writing is showing lots of positive improvements, in especially in Y4. A Y5 booster group was run by SS, these pupils will also need further support.

GQ How many sessions will they have? At least one more. Boosters provide confidence and understanding for pupils in their next lesson. Pupils are being tracked closely.

Y3/4 have started the Mastering Number programme, there is a love of maths in school at the moment.

Vulnerable Groups

Progress and attainment are similar to non-vulnerable groups. Interventions used for Pupil Premium pupils will have an impact on all pupils.

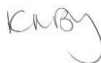
Early Years

There is a positive picture in Early Years with work continuing on speech and language and developing gross motor skills and comprehension. Maths is a strength, pupils are currently working on numbers to 5 and are using maths in every context. Self regulation is good in nursery and shows itself in Reception.

GQ Do you do anything different for those pupils who have come from other placements? They catch up naturally through provision, interactions and activities.

JLi joined the meeting at 6.14pm

5OFFICIAL

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

JLa advised Governors of the following regarding English.


- Assessment and planning were time intensive last year, with different consistencies in approach. Plans to increase internal moderation, mapping next steps, external moderation is taking place next week as well as consultation sessions with the Literacy Tree. CPD has been received twice from them and JLa visited a flagship school for Literacy Tree.
- Effective and accurate assessments are in place. Boosters are in place to cover gaps, planned writers for life intervention.
- Staff and pupils are loving the new approach
- Sometimes there are gaps, once the school has been through 2 year cycle leaders will know more
- Instant publishing has been introduced where work is displayed in corridors
- Spelling Cs runs alongside literacy tree, assessment for learning area for improvement. Tightened up on working walls
- Another cycle of monitoring has begun, a staff member who needs support will receive peer observations and coaching

Next steps

- Internal moderation through Insight, external moderation next week
- Collaboration work taking place with Colburn which is the closest Literacy Tree school
- Booster groups, Greater Depth groups and SATS borderline groups are planned

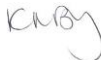
GQ Are there many parents who struggle with literacy and cannot help their children? And do you help those parents? We sometimes help with form filling. Class teachers know which parents may

6OFFICIAL


Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

		<p>struggle and ensure homework is accessible for parents as well as children. We can advise the next teacher when pupils change classes. In the Pupil Premium Strategy there is a programme called Century to set homework which includes short digestible videos which can teach parents as well as pupils. Reception and Y1 watch videos where they introduce new sounds.</p> <p>GQ Can you explain about instant publishing? We find opportunities to instantly publish a piece of work and share in school. Pupils feel positive about this.</p> <p>GQ Is the work published with mistakes? Yes, but some pupils still use a pencil so they can rub mistakes out, but we also publish with mistakes.</p> <p>GQ Is the work put in a portfolio so other staff can share it? We have done it in the past but found it time intensive, could look at it again in the future. Different priorities for different staff make it difficult, we want to empower staff to choose themselves.</p>
9	Safeguarding Report	The Safeguarding Audit will be ready to approve at the 10th March meeting, Clerk to add to the next agenda (AP).
10	Governor Training	<p>Zoe Pick has identified any training gaps.</p> <p>It was suggested that the new Bursar could provide group training (AP for Zoe to check).</p>
11	Governor Monitoring	Round Robin feedback will be discussed at the March meeting, Clerk to add to the next agenda. (AP)

7OFFICIAL

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

12	Governance	No items to discuss.
13	Policies for approval	<p><u>The following policies were considered by Governors and the following was shared:</u></p> <p><u>GDPR (includes 13 policies) KW</u> Discusses who RMS are, what personal information RMS collect, why and how long it is kept.</p> <p>SS advised the Acceptable Use Policy is very old and refers to out of date information so needs an update to refer to social media etc. A task and finish group will look at this, KB and DB volunteered.</p> <p><u>CCTV – CW</u> CW suggested that `Employees who infringe policy may face disciplinary action` should be changed to `will` face disciplinary action. Governors discussed this and it was agreed that every circumstance carries mitigation so the policy needs to remain as `may`.</p> <p>GQ Where are the signs to advise about CTTV? They are on the perimeter fence and on gate.</p> <p>GQ How long is the retention period of footage? Legal requirement is four weeks is standard, amendment to include (AP).</p> <p>GQ Do we have the ability to delete information to comply with rights of data subjects? Should have right until period end? Wouldn't be deleted within 4 weeks and wouldn't be deleted if part of an investigation This needs a slight amendment (AP).</p> <p>GQ Who decides on location? The security firm identified best place so there are no gaps, it was not a school decision.</p>

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

GQ Could I suggest a camera in the school office and Headteacher office? We have two staff in the office, two way radios and have staff on standby if we think we could have a challenging meeting. More cameras may create further data issues, SS will discuss with SLT and feedback (AP).

Publication scheme -KW

Approved by the Information Commissioner, describes who RMS are, how decisions are made and published, details charges. Any other queries can be requested through Freedom of Information.

Charging Policy DB

Updated November 2024, details what schools can and can't charge for, discusses hire costs, cancelation process.

GQ Is the charging structure still up to date? Yes.

Remote Education Policy – HL

Provides advice if individual or whole school needed to access remote education, linked to mission statement. Vulnerable, Pupil Premium, SEND are all addressed.

Page 1 to 2 word over runs from one page to another.

KB will feedback on Assessment Policy at the next meeting (AP) Clerk to add to agenda

Self Harm-NS

Covers what staff should do if a child is self harming, includes how to refer a pupil, recorded on CPOMS, DSL and DDSL. Follows North Yorkshire pathway.

NS left the meeting at 7.02pm.

9OFFICIAL

Signature:



Mrs Kathleen Bradley

Date: 10/3/25

NS joined the meeting at 7.06pm

Suicide Ideation Policy

Provides background info, pupils have suicidal thoughts, talking about it doesn't prompt the action. Links into safeguarding.

Behaviour Policy (updated info from DfE in SharePoint)

Joy to read, doesn't focus on negative, celebration what happens if, how dealt with, restorative conversations, Also looks at how rules are interpreted. Lot of statutory information around restraint practice.

Exclusion Policy (updated info from DfE in SharePoint)

School policy link to national guidance, suspensions and permanent exclusions, Reasons for exclusion, why they may be searched, communications with parents and next steps.

GQ Do we now have a staffing structure attached to Pay Policy? Yes.

The above policies were APPROVED by Governors.


Sleep Policy JS

Links to SIDS, supports regular discipline for sleep.


GQ Do you have children who nap? Yes in 2 and 3 year old provision.

A `dos and don'ts` has been added and is now in amended policies. Governors suggested the `don'ts` are removed.


10OFFICIAL

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

		Governors to confirm next meeting they have read and agreed the amended version (AP)
14	External reports	None
		Part C Resources
15	Revised Budget and Financial Updates	<p>Information was shared on SharePoint before the meeting.</p> <p>GQ There was a bid to secure funds for extending nursery provision £150k per school? The update on the grant application is in the Headteacher report.</p> <p>The School Financial Value Standard (SFVS) was circulated before the meeting and the information was unchanged.</p> <p>GQ There is a free text box to add training request? Plan for finance training to be added (AP).</p> <p>Governors AGREED the SFVS.</p> <p><u>Grant Applications</u> £3k for Wraparound Care for increasing hours On 15 January there should have been an LA update regarding £30k Wraparound Care update, but have not heard back yet. Grants applied to increase spaces for nursery children, but the LA have advised it's only for 2 year old provision, there was no information stating this before the grant application was made. Governors agreed this was frustrating.</p> <p>GQ Could you reapply for 2 year olds? We will reapply at the next stage.</p>

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

16	Health and Safety/Premises	<p>Following installation of the lift a dropped drain is being fixed tomorrow.</p> <p>There has been a kind donation of planters from Yorkshire Waters, they have assessed the site and advised the planters will improve water quality of streams and rivers.</p>
17	Pupil Premium	<p>JLa advised data is not dissimilar to those non-disadvantaged pupils, service children are a focus. Attendance is slightly behind non pupil premium pupils.</p> <p>Governors noted that the data is impressive and strategies appear to be working there is a good evidence base and links to EEF are really helpful.</p> <p>GQ Will that go onto the website? Yes.</p>
Part D Any Other Business		
17	Confidential item	
18	AOB	<p><u>SIAMS</u> This item was minuted confidentially.</p> <p><u>School Meals</u> There is an approximate £18k deficit for school meals. Hutchinsons, Dolce and Mellors have all provided a quote. Hutchinsons will spend more on food, provide fresher food, and tweak the menu for Y5/6. Costs and breakdown were given and staff will be protected via TUPE. Hutchinsons are happy to speak to Governors.</p> <p>GQ How can they provide a saving if they spend more on food? Savings in their additional costs. They have been transparent with their information.</p>

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25

GQ They are not paying any staff any less? Wage and pension stay same, Staff are happy with a provider change.

GQ Do we know where they provide other meals? St Marys provided a recommendation. They are a family firm based in the North East and Yorkshire.

JS left the meeting at 7.29pm

GQ Do they have capacity for sickness cover? Yes.

GQ Given costs are reduced will the meal price stay the same? Yes to work on the deficit, we expect to see an uptake in meals.

GQ Will you advertise to parents for them to see changes? Yes (AP)

Hutchinsons will invoice the school on meals taken, any profit is split 60/40 in favour of school.

JS joined the meeting at 7.32pm


GQ Who owns the equipment? It's in a separate Service Level Agreement.

GQ Can they increase charges? The charge will not go above inflation for three years.

GQ Can we end the contract at any time? Doubtful, there would be a charge to end it.

GQ Are the charges for staff meals any different? Same charge as now.

		<p>A decision is needed before the end of March to give notice to Local Authority to end their contract for a September start for Hutchinsons.</p> <p>All Governors AGREED the move to Hutchinsons as school meal provider. Governors asked thanks are passed to Zoe Pick for arranging the move (AP).</p>
19	Impact. How are we enabling all in our school community to flourish?	<ul style="list-style-type: none"> • Pupil premium strategy is inclusive and improving outcomes • Mental health policies are positive for parents and pupils • Integrated data and finance • Savings made with school meals • Celebrate success with SIAMS • Monitored progress with writing • Acknowledge staff contribution towards flourish of all in school community
24	Dates for 24/25	<p><u>Spring Term</u> 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		

Signature: 
Mrs Kathleen Bradley
Date: 10/3/25