




Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 10th March 2025 at 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**

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Signature 
Mrs Kathleen Bradley
Date: 19/5/25

In attendance

Sharon Stevenson (SS) Headteacher; Kathleen Wood (Vice Chair acting as Chair for this meeting); Nicola Scrafton (NS), Kathleen Bradley (KB, TEAMS, Vice Chair) ; Julie Swinbank (JS); Jan Linsley (JLi), Hannah Long (HL), Joe Larder (JLa) Deputy Headteacher, Clive World (CW), Daniel Benfield (DB) Caroline Dawson (CD), Kate Pepperill (KP)

Also present

Louise Flanagan, Clerk to Governors, NYC

1	Welcome. A time for remembering Nickey and for reflection	The Vice Chair, Kathleen Wood, welcomed Governors to the meeting and shared an opening prayer. Governors shared their memories of Nickey Hebb and lit candles in her memory.
2	A discussion on how we can remember Nickey – a lasting legacy	Governors were asked to consider ways in which Nickey can be remembered at RMS. The following was suggested:- <ul style="list-style-type: none">• The Nickey Hebb end of school award, given for those pupils who are go above and beyond, as Nickey did• Colour run raising money for Macmillan.• Naming a space in the school eg the Hebb Hub.
3	To receive apologies for absence and to determine whether any absences should be consented to.	No apologies were necessary as all Governors were present.

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4	Proposals and appointment of Chair/Vice Chair	<p>Kathleen Bradley volunteered to act as Chair and Governors unanimously agreed the election of Kathleen Bradley as Chair of RMS Governing Body for a period of one year.</p> <p>Governors noted there is now a vacancy for a Local Authority Governor, LF to advise the LA and Governors to consider whether they have any contacts who may be interested in the role. (AP)</p> <p>Jan Linsley was elected by Governors as Vice Chair for a period of one year.</p>
5	Appointment of Safeguarding Governor	Nicola Scrafton volunteered to be the Safeguarding Governor.
6	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.
7	To determine whether any part of the proceedings should be treated as confidential	One item will be minuted confidentially.
8	Notification of urgent other business.	There was no other business to be discussed.
9	To approve as a correct record the Minutes and Confidential Minutes of	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 (AP)


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	the FGB meeting held on the 20th January 2025	
10	To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)	<u>Actions Summary</u> <u>School meal update</u> The provider will be Hutchinson's from September 2025 and this will be notified to parents in the Summer term. All remaining actions were updated on the Summary of Actions.
		Part C Resources
11	Governor Budget Training	A pre-recorded video was shared on screen ' <i>An introduction to Maintained School Finance</i> '. <u>How schools are funded</u> Schools receive a delegated budget calculated from the October census. The 2024 census will determine funding for the 25/26 academic year. In addition, extra amounts are available for 2-4 year olds and pupils with SEND (school covers the first £10k then extra funding is provided). Extra amounts are also given for Pupil premium pupils; free school meals; service pupils and those pupils who are in care.


		<p>A Sports Premium is available for pupils in Y1-6, there is an amount per pupil as well as a lump sum of £16k per year.</p> <p>Devolved formula capital is also paid, this is a lump sum to help with capital works. It is paid as a lump sum and amount per pupil and schools can bid for extra if required.</p> <p><u>School Generated Income</u></p> <p>Schools can generate additional income through:-</p> <ul style="list-style-type: none"> • Paid nursery sessions • School meals paid for by parents of pupils in Y3-6 • Before and after school clubs • Lettings <p><u>Formula Funding</u></p> <ul style="list-style-type: none"> • Made up of a pupil led factor which is determined by the census. For 25/26 it is £3847 for primary pupils • Deprivation factors are also available for Free School Meals; English as an Additional Language– FSM, EAL, IDACI. Nobility (supports service schools as pupils join on different dates, £965 per pupil) Prior attainment for those who didn't receive expected at end of Reception • Other funding such as sparsity funding, split site funding, rates, PFI schools • Minimum funding per pupil of £4955 for primary – this is the Minimum Funding Guarantee • De-delegated budgets – deductions school in financial difficulty, trade union costs <p><u>Early Years</u></p>
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	<p>15 hours for 2 year olds, from September 2025 30 hours is available for children from 9 months up to 3 years old. £7.30 for 2 year olds; 3 and 4 year olds £5.36 and £9.91 for under 2s. The costs vary because of staff ratios.</p> <p><u>High needs funding</u> Element 1 £4k per pupil Element 2 £6k per pupil Element 3 assessed on individual needs via the pupil's EHCP</p> <p><u>Pupil Premium</u></p> <p>Paid as a flat rate, main type is for those pupils who have been eligible for Free School Meals (FSM) during the last 6 years, also parents in armed forces serving in UK and previously looked after children. Schools must publish a strategy on their website about funding.</p> <p><u>Sport Premium</u> Also need to publish the strategy on school website. Designed to get pupils more active and promote healthy eating. Most schools receive a school lump sum of £16k and £10 per child.</p> <p><u>Free School Meals</u> Comes from census, £2.58 for 24/25, auto enrolment is in place.</p> <p><u>Devolved formula capital</u> Lump sum of £4k plus £11.25 per pupil</p>
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		<p><u>Key Dates</u></p> <p>October census – when funding is calculated for pupils and FSM</p> <p>January census – FSM and Early Years</p> <p>Start Budgets to be approved by Governors and submitted to LA by 20th May. Outturn due in May, this is statutory, sent to LA and then DfE.</p> <p>Monthly monitoring reports - Governors should review any variances.</p> <p>Autumn forecast (revised budget) detailed in October will feed into this. Has to be submitted to LA by 31 December each year.</p> <p><u>Roles and Responsibilities</u></p> <p>The financial responsibilities of the governing body, its committee the headteacher and other staff need to be defined in a budget management policy which should be agreed every year.</p> <p>Key roles are to manage the budget, ensure accurate accounts are kept, determine staffing, adopt the Pay Policy and act as a critical friend by providing advice, challenge and support.</p> <p><u>Financial Planning for Governors</u></p> <p>Set a budget</p> <p>School Development Plan brings together priorities</p> <p>Funding – delegated budget and other income streams</p> <p>Staffing – makes up 70 to 80% of budget (RMS is 80%)</p> <p>Look at income and expenditure</p> <p>Is budget realistic, identify key risk areas</p> <p>Does it balance</p> <p>Monitoring reports clear concise considered a minimum of 6 times a year</p> <p><u>Budget pressures</u></p>
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		<p>Pay awards High needs pupils Utility costs Bought in services National insurance increase from next month</p> <p><u>Top 10 Planning Checks</u> Staff pay, average teacher cost, pupil to teacher ratio, class sizes, teacher contact ratio, SLT, 3-5 year budget projections, spend per pupil on non-pay costs, SIP priorities, all other contracts</p> <p><u>Integrated Curriculum Financial Planning</u> Guidelines on how much of the budget is spent on different areas. SFVS deadline (31 March) completed by Governing Body. Review of what is going on in school and details governance financial skills. Proposed actions should be monitored by Governors.</p> <p>Benchmarking will then compare with schools of a similar size and type, to see if there are any areas for improvement. DfE have launched FBIT on line, shows how your school compares to other schools. NYC also produce their own benchmarking.</p>
12	Review Budget	<p>SS advised the work has begun on the Start Budget. It will be uploaded to SharePoint on 12th May, Governors should look at this as soon as possible in readiness for the FGB meeting on 19th May. The budget needs to be submitted on 20th May. (AP)</p> <p>SS noted that income from nursery and wraparound care supports whole school funding. Wraparound Care expenditure grant of £3k, and capital grant of £30k to upgrade classrooms.</p>

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		There are plans to run a summer club for 6 weeks.
13	Approve the Safeguarding Audit	The Safeguarding Audit was uploaded to Sharepoint and agreed by Governors.
14	Policies for approval	<p><u>The following policies were considered by Governors:</u></p> <p>Unchanged Policies Assessment Policy Workforce Acceptable Use Policy Reorganisation, Redundancy and Redeployment Induction Policy Staff Attendance Policy ECT Induction Policy</p> <p>All NYC Flexible Working Policy Resolving Issues at Work Policy Code of Conduct Disciplinary Policy and Procedure Managing Allegations against Staff Appraisal Policy LGPS Early Retirement</p> <p>All the policies were APPROVED by Governors. SS will investigate why some cannot be signed online by Governors. (AP)</p>
15	External reports	SAE Safeguarding Visit 3.3.25

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		<p>A Safeguarding visit from Stuart Anslow took place on Friday 28th February. He undertook a learning walk and questioned the DSL and Deputy DSL. He noted a culture of safeguarding at RMS, it was a positive visit and positive report.</p> <p>Plans for June CPOMS training, Inclusion visit due.</p> <p>Safeguarding visit from Joanna Conway has taken place which was a very positive visit.</p>
		Part D Other Business
16	Confidential item	This item was minuted confidentially.
17	AOB	No other business to be considered.
18	Impact. How are we enabling all in our school community to flourish?	<ul style="list-style-type: none"> • Financial Training confirmed that Governors are doing best they can • Assigned new roles to Governors, confirm have right people in right place • Budget monitoring • Approved policies and received details of safeguarding visits • Approved safeguarding audit to ensure safety of pupils and staff • Looked at ways to remember Nickey Hebb • CW shared details of a number of local events linking school with the community
19	Dates for 24/25	<u>Summer Term</u> 19th May 2025 (Finance) 23rd June 2025 (Ethos, vision and values/Round Robin)
There being no other business the meeting closed at 7:35		


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