




Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 19th May 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**

1 **OFFICIAL**

Signature 
Mrs Kathleen Bradley
Date: 23/6/25

In attendance

Sharon Stevenson (SS) Headteacher; Kathleen Bradley (Chair) Kathleen Wood (Vice Chair); Nicola Scrafton (NS), Julie Swinbank (JS); Jan Linsley (JLi), Hannah Long (HL), Joe Larder (JLa) Deputy Headteacher, Daniel Benfield (DB) Caroline Dawson (CD), Kate Pepperill (KP), Julie Swinbank (JS)

Also present

Louise Flanagan, Clerk to Governors, NYC

Caroline Buck, Bursar, NYC

Zoe Pick, School Business Manager

1	Welcome from the Chair and Opening Prayer	The Chair, Kathleen Bradley, 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.	Apologies were received from Clive World and these were accepted by Governors. Julie Swinbank is due to join the meeting later.
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.

2OFFICIAL

Signature




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4	To determine whether any part of the proceedings should be treated as confidential	One item will be minuted confidentially at item 17.
5	Notification of urgent other business.	Other than the confidential minute at Item 18, no other urgent business was notified.
6	To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 10th March 2025	The minutes and confidential minutes of the FGB meeting held on 10 th March 2025 were approved as a correct record and will be signed by the Chair.
7	To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)	The Summary of Actions was updated by the Clerk.
		Part C Resources
15	Finance	<p>This item was brought forward in the meeting and CB highlighted the following information.</p> <p><u>Income</u> Variance in grants of £9743. Wraparound Care Grant of £3800 allocated for new financial year, £1500 variance overall.</p>


3 OFFICIAL

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	<p>Early Years SEN funding - £3263 received, more element 2 for Early Years, numbers are not easy to predict.</p> <p>Negative £5k on nursery income from parents, more funding will be received from the Government from September so less paid hours.</p> <p>Bank Interest - more than anticipated, it will not be as high next year.</p> <p>Governor Question (GQ) NYC have taken a payment from Oracle? Nursery income goes into bank accounts so we owe money and then NYC take it back.</p> <p>Slightly more income from school meals and a supply teacher refund was received. Community focus down slightly, wraparound care is due to estimated numbers and new charging policy. Free School Meals funding was slightly more, it is estimated for part of the year then corrected in next year's funding.</p> <p><u>Expenditure</u></p> <p>Building maintenance incurred an extra charge for electrical works. Gas and electricity are both slightly under budget. Learning Resources was overspent by just over £3k, some school funds received so it balances out. The overall out-turn budget broadly balanced.</p> <p>GQ There is a high spend for assessment? Last year funding for assessment came from the KS1, Lower KS2 and Upper KS2 budget and the assessment budget and this year it came out of assessment budget only.</p> <p>GQ In general there was an overestimation for nursery/wraparound care have we adjusted those for this year? The new figure is based on actuals.</p>
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		<p>Governors discussed, ICT, Admin supplies, the PE Grant, Community focus and Extended schools cost. Catering supplies overspent £10k, and a change in provider has been sought. Governors will monitor this over the coming academic year.</p> <p>GQ Apprenticeship Levy – when we make appointments do we look at making the appointment under apprenticeship scheme? Yes, may be able to use for training with HLTA vacancy.</p> <p>GQ Would it cover ECT sessions? No, it is for TAs or admin staff.</p> <p>GQ Will the smallsurplus on staffing line contribute to next year’s budget? Yes it rolls forwards.</p> <p><u>Capital</u> School have identified a major capital project for next year and £8K will be carried forward for toilet refurbishments in 2025-26.</p> <p style="text-align: center;"><u>Start Budget</u></p> <p>Three-year budget is based on following pupil numbers Y1 272; Y2 271, Y3 268.</p> <p>GQ Is the dip due to a low birth rate or popularity of the school? Low birth rate, last year we had a dip in nursery numbers.</p> <p>The budget is based on the following assumptions. Grants received last year are now absorbed into funding amount. National insurance grant to cover increases. Nursery figures are estimated on 4 staff members and 32 children (almost full for September for 2 and 3 year old provision).</p>
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5OFFICIAL

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		<p>GQ Is there a spare classroom available to increase nursery numbers if there is demand? We do have a spare classroom from September, we will review this after the open evening. Would have to consider staff contracts.</p> <p>GQ When does the nursery waiting list start? It is ongoing and we have received enquiries from parents with new babies. SS to speak to Rooftop nursery about links with RMS.</p> <p>Further assumptions - SEN top up funding and Pupil Premium funding is based on current pupils. The budget shows worst case scenario. Bank interest significantly less than in the outturn. Income from catering is split between current and new provider. Universal free school meals estimated on current numbers.</p> <p><u>Staffing</u></p> <p>Estimated pay awards 3% for teaching and 4% non-teaching. No grant for pay increases from Government, have also built in movement up the pay scale. Agency staff £25k across three years. Apprenticeship levy included.</p> <p>Maintenance buy-in which gives more control, advised to add 24% for water 14% for electricity and 36% for gas. Solar panels installed by third party and lower electricity payment to provider.</p> <p>GQ How long is the agreement for? 20 years.</p>
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		<p>Governors agreed it would be worth checking whether a lump sum is received each year or is based on a percentage of usage. SS will check and report back.</p> <p>GQ Does the panels provider contribute to maintenance? Yes they look after that, we have to provide cleaning.</p> <p>GQ Global schools? NGA? Think that is an old comment. Will find out how much it costs.</p> <p>GQ Has the colour copying improved since staff were previously reminded? No still the same although paper costs have increased. SS will remind staff about colour copying.</p> <p>GQ What is the reason for using Tapestry? It is used in Early Years and linked to the framework so can share information to parents.</p> <p>GQ Is there a benefit to joining both the HART and Swaledale Alliances? Training and Headteacher Performance Management are received from Hart, Swaledale help with supporting pupils.</p> <p>GQ Are most schools in two alliances? No.</p> <p>GQ Do Swaledale offer Headteacher Performance Management? Yes but we would have to pay more.</p> <p>Catering is a complex calculation and has been shared with NYC and the new provider Hutchinsons. Costs may reduce, £10k will be the maximum annual base charge. Insurance for catering equipment will probably end when catering moves away from NYC so it was agreed to keep the insurance.</p>
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	<p>GQ The school improvement package costs £4k, we haven't had everything in the Service Level Agreement eg there have been cancelled visits etc? Last year we did not receive the full complement of visits, this year it has been inconsistent with different advisors. We have given feedback to the LA.</p> <ul style="list-style-type: none"> • In year deficit over the next three years -£14k. -£64k -£229k • With carry forward £266k, £105k, £-118k • SS explained it is a challenging time in schools, the carry forward is healthy for the next two years and hopefully the carry forward will increase to help with year three. <p>GQ Are a lot of schools in a similar position? Yes, many.</p> <p>GQ What do NYC say if schools have a deficit in Y3? NYC will work with the schools in a deficit in Y1 firstly, they might contact RMS in Y2.</p> <p>GQ Is the deficit due to an increase in SEND, staffing? Staffing is the highest cost, there are experienced staff at RMS which is expensive but there is a value in having their experience.</p> <p>GQ Are we still running holiday clubs to generate income? Yes and we have increased to 6 weeks this Summer.</p> <p>GQ Do staff get pay or Time Off in Lieu (TOIL)? They receive pay, it is too difficult to set up TOIL.</p> <p>Governors noted that ZP had contributed to many of the savings in the outturn and she was thanked during the meeting.</p> <p>Governors APPROVED the outturn and Start Budget.</p>
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		<p style="text-align: center;">JS joined the meeting at 6.51pm</p> <p style="text-align: center;">ZP and CB were thanked for their reports and left the meeting at 6.51pm.</p>
8	Headteacher's Report	<p>The Headteacher's Report was uploaded before the meeting and questions were invited.</p> <p>GQ How did SATS go? Pupils had a positive mental attitude, none were upset and all tried their best.</p> <p>SS thanked Governors, staff and pupils for their hard work and Governors noted that CW attended every day to oversee the security of the test conditions. CW asked that his thanks were passed on to all teaching staff as the process was very well run and he was very impressed.</p> <p><u>Educational Standards</u></p> <p>A report was uploaded and questions invited.</p> <p>GQ Pupils increased – is that 8 pupils or 8 pupils with SEND? 8 pupils added to the SEND register.</p> <p>GQ Why is there an increase? No early support is available and special schools are full.</p> <p>GQ Is the gender split exactly 50/50? Yes.</p> <p>GQ For SEND specific needs, is ADHD included? No as it is not a primary need.</p> <p>GQ Are some pupils counted twice if they have two needs? Yes.</p>

		<p>GQ Attendance figures stand out as a success? We are monitoring attendance closely with half termly meetings and fining parents for unauthorised absences. We also notify parents when the pupils are approaching 90% attendance. We celebrate successes if pupils turn things round and improve their attendance. Insight provides a good report on attendance.</p> <p>GQ Does closing school due to bad weather show in attendance figures? No, a different code is used when there is a local or national issue.</p> <p>Governors agreed it is positive that there is an upward trend in attendance figures.</p> <p>GQ Y3 has an uneven profile in attainment across objects and across time, what would be the reasons? A number of reasons – the change from KS1 to KS2 curriculum; a small year group so each pupils counts for more; Y3 is 30% SEND so do not make linear progress and there are also a few new starters.</p> <p>Y6 writing is at 60%. Two weeks ago writing moderation took place and it was agreed that some pupils will move up from EXS to GDS or WTS to EXS. There is still time for work on writing after SATs.</p> <p>Instead of NTS assessments, Y6 completed previous SATS papers throughout the year, average scores were 75 for reading (national average is 74), 72 for writing and 78 for maths (national average is 73).</p> <p>Phonics screening takes place in three weeks, pupils are on track at 87%. Due to staff changes, it is acknowledged that some children might not be on track and we are working hard to close the gaps.</p> <p>Progress of vulnerable groups continue to be expected or above expected. There is an increasing level of need for service children with SEND, leaders are reaching out to the army welfare and service champion. There is a research project on how service pupils are affected due to their mobility.</p>
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		GQ Is it possible to add a slide on how vulnerable pupils access extra curricular activities. Not only the percentage but also regularity? Yes.
9	Safeguarding	<p>A Safeguarding Report was uploaded to Teams before the meeting and questions were invited.</p> <p>GQ Are there any emerging patterns for type of issue eg peer on peer, county lines? It tends to be for home issues, on-line bullying, domestic violence and sleep issues.</p> <p>GQ Can early help close cases? Yes but we can re-open/ re-refer pupils and families.</p> <p>SS advised that there have not been as many online referrals in school or incidents of online bullying reported. Positive messages are going home to parents.</p>
10	Governor Training	<p>GQ Will we have a Prevent training refresher? Yes there is biannual electronic training.</p> <p>ZP to send details</p>
11	Governor Monitoring	<p>HL will submit a report on the recent SEND visit.</p> <p>English visit, support staff mental health check in have taken place.</p> <p>Governors to send (ROUND ROBIN) notes to KB who will collate results.</p>
12	Governance	Vacancies –the LA vacancy was noted earlier in the meeting.


		The Clerk's Summer Briefing was uploaded to Teams before the meeting.
13	Policies for approval	<p>Accessibility Audit Plan – actions were mainly about signage and will be worked through.</p> <p>The plan was accepted by Governors</p> <p>Prevent Risk Assessment - training discussed above. Prevent incidents are to go on the safeguarding report and SS to provide feedback from briefings.</p>
14	External reports	<p>Visit from School Improvement Advisor</p> <p>The SIA visited and spoke to staff, conducted a learning walk, heard pupil voice and spoke with the SEND Governor.</p> <p>The following was noted:-</p> <p>CofG, VCs and Headteacher will look at a new Governor Monitoring Proforma. Termly Governor reports will be shared. School to identify DHT or HT as Deputy SENCO Suggested that SEND Governor could undertake LA Governor SEND Training SEND as priority one on school improvement</p>
15	Finance	This item was discussed at the start of the meeting.
16	Health and Safety/Premises	The Capital Wraparound Care Grant of £29k has been recieved to improve provision in WAC.
17	Confidential item	This item was minuted confidentially.

12OFFICIAL

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18	AOB	There was no other business to be considered.
19	Impact. How are we enabling all in our school community to flourish?	<ul style="list-style-type: none"> • Discussed increase in funding, Start Budget approved • Checked on academic standards • Attendance discussed • SATS were positive and Governors supported the process • Investigated trends in school performance data • Discussed SEND visit implications • Mental health of pupils and staff considered • Tracking vulnerable groups and their attendance in extra curricular groups. • Reviewed safeguarding report to ensure safety of pupils
20	Dates for 24/25 and 25/26	<p><u>Summer Term</u></p> <p>23rd June 2025 (Ethos, vision and values/Round Robin)</p> <p><u>Suggested Dates for 25/26</u></p> <p>Autumn Term</p> <p>29th September 2025</p> <p>24th November 2025 (Finance/Round Robin)</p> <p>Spring Term</p> <p>19th January 2026 (educational performance)</p> <p>9th March 2026 (Finance/Work Scrutiny)</p>

		Summer Term 18th May 2026 (Finance) 22nd June 2026 (Ethos, vision and values/Round Robin)
There being no other business the meeting closed at 8.23pm		

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