




Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 23rd June 2025 at 5.30pm
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: 15/9/25

In attendance

Sharon Stevenson (SS) Headteacher; Kathleen Bradley (Chair); Kathleen Wood (Vice Chair); Joe Larder (JLa) Deputy Headteacher; Daniel Benfield (DB); Kate Pepperill (KP); Julie Swinbank (JS); Clive World (CW)

Also present

Louise Flanagan, Clerk to Governors, NYC

	Round Robin	The Round Robin was held from 5.30 to 6pm.
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 Jan Linsley, Nicola Scrafton, Caroline Dawson and Hannah Long and these were accepted 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.	No business interests were declared.

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4	To determine whether any part of the proceedings should be treated as confidential	There were no confidential minutes.
5	Notification of urgent other business.	A couple of items were notified by SS to be discussed at the end of the meeting.
6	To approve as a correct record the Minutes and Confidential Minutes of the FGB meeting held on the 10th March 2025	<p>The minutes and confidential minutes of the FGB meeting held on 19th May 2025 were approved as a correct record subject to a small amendment below and will be signed by the Chair as soon as possible (AP),</p> <p>Page 2 amend item 4 to state `item 17` and send to KB.</p>
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.
8	Headteacher's Report	<p>The Headteacher's Report was uploaded before the meeting and SS highlighted the following points:-</p> <p><u>Health and Safety</u> A new H&S Advisor from North Yorkshire Council (NYC) is due to visit school. NS will hopefully also attend the visit. There are trees on the school site with Ash dieback, school are paying for a tree survey in next couple of weeks. A tree fell and damaged a wall and this has been repaired.</p> <p><u>Premises</u></p>


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	<p>Plans for the fascia repair are still unknown, if it is not done this year funding will be lost. The Wrapround Care Grant has been received and a planned programme of work is in progress.</p> <p><u>Staffing</u> An Early Careers Teacher (ECT) was appointed in early April and will be in school over the next couple of days, they will be mentored by a staff member who started at RMS as an ECT. Other staff changes in the report were described by SS. A Caretaker has been appointed, a mobile Caretaker (Andy) has been an asset to the school and Governors wished to record their thanks to him.</p> <p><u>Pupil Numbers</u> 40 pupils intake in Reception (PAN is 45). The Nursery numbers are good, for 2 year old provision there are at least ten pupils in every day (some days 13 pupils). 3 year old provision is full.</p> <p>Governor Question (GQ) Are the Y5/6 classes an even split? Yes.</p> <p>GQ What benefit is there to have split year groups? It would be a huge class otherwise, split year groups allows school to accept mid-year admissions. When planning together it helps teacher workload. To separate the year groups would require a new curriculum and budgets do not allow flexibility.</p> <p>SS noted that staff were positive about the staffing structure.</p> <p><u>Community Focus</u></p>
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		<p>A holiday club, staffed by RMS Support Staff was provided for 4 weeks last year, it will be for 6 weeks this year. It is already in profit for paid places and fees at £5.5k. Staff are happy to help out with this.</p> <p>GQ Might you open it to external pupils? Possibly, though the HAF funding but the next step would be for younger pupils however this would require more staffing due to ratios.</p> <p>A visit is being offered to the Methodist Youth Conference at NEC Birmingham for ten Y5/6 pupils. They will camp inside the NEC, activities on offer include sports, crafts, discussion, football, reflection, a climbing wall and worship on the Sunday morning. The Methodist Church are supporting the school financially with transport costs.</p> <p><u>Attendance</u> Attendance is above national average and county average, the figures are good even taking into account some long term absences and pupils with disabilities. The improvement in attendance is due to the hard work of staff eg building positive relationships, free breakfast club and undertaking welfare checks. Unauthorised absence and late letters have been issued.</p> <p>Governors congratulated all staff for their hard work and SS will pass this on (AP).</p>
9	Safeguarding	<p>The Safeguarding report was shared before the meeting.</p> <p>Governors noted the number of vulnerable families and pupils school work with. Last year there were several Smoothwall breaches, these are now not happening because systems are embedded. Pupils are aware that they will be identified for any IT breaches.</p>

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		<p>GQ Are there fewer online incidents outside of the school? YesFewer incidents have been reported to school. School continue to teach online safety and work with children and families who reach out.</p> <p>Following the recent exclusion there has been a decrease in fixed term suspensions.</p> <p>Governors requested an explanation of all acronyms on next report (AP).</p>
10	Governor Training	KB emailed Governors for training requests and Governors to advise ZP any training undertaken (AP).
11	Governor Monitoring	None
12	Governance	The vacancy for an LA Governor is still open, there are a couple of potential candidates. The Headteacher will share Staff Governor role opportunity with all staff before the end of term.
13	Policies for approval	<p>Governor School Visits Policy Governors discussed the policy and it was agreed to adopt a new policy for Governor Visits. SS to consult a few local schools and work on this in the Autumn term 2025.</p> <p>Governor Allowances Policy</p> <p>Instrument of Governance</p> <p>RSE Policy</p> <p><u>Unchanged Policies</u></p> <p>Governors noted there is no opportunity to sign agreed policies (AP).</p>

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		<p><u>Leave Policy (DB)</u> – dictates leave provision, needs to be read with the Parental Leave Policy.</p> <p>GQ At bottom p12 `study leave one day per exam to a maximum of five days` Is this paid or unpaid? Governors agreed that it needs to be made more clear. SS advised each case would be judged on its merits.</p> <p><u>Parental Leave Policy (KP)</u> – adopted NYC Policy, includes neonatal leave which is positive. Mentions fostering leave but have to refer to Leave Policy for that and bereavement. TAs can have Maternity Pay spread across the months but teachers cannot.</p> <p>Governors agreed it would be useful for one Governor to read and approve both Leave Policy and Parental Leave policy as they are closely related (AP).</p> <p><u>Developing Performance Policy (CD)</u> deferred to next meeting as CD is absent (AP)</p> <p><u>Capability Model Policy and Procedure (CW)</u> deferred to next meeting (AP)</p>
14	External reports	There were no external reports.
15	Finance	Governors agreed that a separate finance meeting will be held next May, date to be agreed.
16	Health and Safety/Premises	This was discussed earlier in the meeting.
17	Confidential item	There were no confidential items.


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18	AOB	<p>Statutory Assessments Y1 phonics results - national average is predicted to be 80, RMS result is 87%. If two non-verbal pupils were disapplied the result would have been 91%, Governors congratulated staff.</p> <p>Staff have ensured that every child has completed a phonics reading test, JS worked with a child who has previously refused to take the test, they have recently passed and were congratulated by Governors.</p> <p>A bid has been submitted for Partnership for Inclusion of Neurodiversity in Schools (PINS). There will be 37 hours of bitesize training which will ultimately help support pupils, parents and staff.</p>
19	Impact. How are we enabling all in our school community to flourish?	<ul style="list-style-type: none"> • Gained staff voice during Round Robin, valued staff input • Noted H&S advice to keep pupils safe • Considered how staff can interact with Governor monitoring • Reviewed Headteacher report • Looked at Safeguarding • Celebrated attendance and noted support for families in holidays • Shared with staff how grateful governors are for their hard work
20	Dates for 24/25 and 25/26	<p><u>Suggested Dates for 25/26</u> Autumn Term 29th September 2025 date to be reviewed 24th November 2025 (Finance/Round Robin)</p>

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		<p>Spring Term 19th January 2026 (educational performance) 9th March 2026 (Finance/Work Scrutiny)</p> <p>Summer Term</p> <p>Plus one hour meeting for finance (hybrid) Summary of outturn and how it informs the Start Budget date tbc 18th May 2026 (Finance) 22nd June 2026 (Ethos, vision and values/Round Robin)</p>
There being no other business the meeting closed at 7.49pm		


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