



Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 15th September 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**

1 OFFICIAL

Signed:

Date: 24/11/25

In attendance

Sharon Stevenson (SS, Headteacher); Kathleen Bradley (KB - Chair); Kathleen Wood (KW - Vice Chair); Jan Linsley (JL - Vice Chair), Joe Larder (JLa Deputy Headteacher); Daniel Benfield (DB), Julie Swinbank (JS); Clive World (CW). Nicola Scrafton (NS via TEAMS); Hannah Long (HL via TEAMS); Caroline Dawson (CD)

Also present

Louise Flanagan, Clerk to Governors, NYC

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 Kate Pepperill 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 for today's agenda <u>Business Interest Forms and Register of gifts and hospitality to be completed.</u> The above documents will be updated at the next meeting. <u>Approve delegation for Headteacher spend</u> Governors confirmed the delegation to the Headteacher a maximum of £5000 per individual purchase, without the need for review by the Governing Body.
4	To determine whether any part of the proceedings should be treated as confidential	There were no confidential items.

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5	Notification of urgent other business.	There was no other urgent business to be discussed.
6	To approve as a correct record the Minutes of the FGB meeting held on the 23rd June 2025	The minutes and confidential minutes of the FGB meeting held on 23 rd June were approved as a correct record and will be signed by the Chair as soon as possible (AP).
7	To consider matters arising from the minutes and for which there is no separate agenda item. (Actions Summary)	The 25-26 Summary of Actions was updated by the Clerk.
8	Educational Standards 2024-2025	<p>SS gave the following update.</p> <p>There has been a lot to celebrate this year.</p> <p><u>Attendance</u> Attendance is above national average at 96.6% and is therefore exceptional. High attendance is largely due to the consistent hard work of staff - building relationships with parents; closely monitoring attendance and implementing support and plans where needed.</p> <p><u>Behaviour</u> Behaviour expectations are consistently promoted and embedded. This is rated as exceptional.</p> <p><u>Data and Outcomes</u> 24-25 Y6 had high numbers of SEND and several pupils needing support with challenging behaviours.</p> <p>Grammar, punctuation and spelling 70% achieved expected (last year 69%)</p>

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34% of pupils achieved greater depth for reading, guided reading is having an impact.

Combined score is above national average as are Early Years outcomes.

Maths 60%, this is expected to improve.

Multiplication Check - last year 26% of pupils achieved full marks, this year it has increased to 34%. Staff are working hard on this.

Y4 attainment has increased in reading, writing and maths.

Combined score is below national average at the end of KS2, spelling is a challenge for many pupils.

Governor Question (GQ) Are we trying to engage parents around home learning? Children often don't want to learn at home and parents do not wish to push this. We are also conscious that pupil wellbeing is important, and we strive to balance these needs.

Phonics was a success, 87% of pupils passed the screening check, two pupils included in the figures are non-verbal.

GQ Are non-verbal pupils included? Yes, they must be included.

GQ Can they write their answers instead? No, they are not able to do that.


GQ Are there any pupils in hospital or absent? We do have pupils who have illnesses or disabilities and they count in the attendance figures.

GQ Persistent absences are higher this Summer, is there a reason? Often the same families choose to holiday during that term.


		<p>GQ For writing attainment in Y2 the percentages are the same throughout the year? Might not be the same children.</p> <p>GQ Y3 shows a decline in writing throughout the year? It is a smaller year group so one pupil can make a big difference to the percentages.</p> <p>GQ There is a drop in Y5 results in writing in Spring? Results are from teacher assessment. Y5 teachers do not want to make judgements too high, we are aware of that so it is included in the SEF.</p> <p>Governors noted that some pupils have joined the school since Reception or have English as an additional language. CW suggested thanks to all staff involved with pupil learning at RMS (AP)</p> <p>GQ Pupils are below the aspirational target, is that target helpful? DfE expect 95% are at expected standard.</p> <p>GQ Is Y5 writing data lower because they are judged as Y6? There is an element of that.</p> <p>Q Are staff demotivated by that, does it affect their wellbeing? They are experienced staff and have had experienced moderation before.</p> <p>Governors agreed that the data provides a positive picture for SEND and vulnerable groups.</p>
9	School Improvement Plan/SEF	<p>This has been aligned with the new Ofsted framework. SS explained the new inspection areas and gradings.</p> <p>GQ You have added gradings to the SEF, how do we have confidence that we are right? When we have Local Authority School Improvement visits and other out of school assessments, we are able to triangulate their reports and findings with our data to make informed estimates.</p>

		<p>GQ Will there be training on the new Ofsted framework? The framework was only released last week so training is imminent, it will be available from DfE, NGA and NYC.</p> <p><u>School Improvement Plan</u> There is a focus on Early Years; SEND, and ambition for all. Inclusion is a stand-alone judgement in the Ofsted framework.</p> <p>Leaders are still waiting for new National Curriculum, this now might be implemented in 2028 so subject leaders are not being asked to make any changes.</p> <p>The SEND Governor noted that her visit with the SENCO was positive and all action points have been diarised. It was suggested that the SENCO updates Governor at a future meeting and also there is a focus on SEND at a future Round Robin (AP). Governors were advised they can attend a SEND training session in school tomorrow 3.45 to 4.45pm. Partnership for Inclusion of Neurodiversity in Schools is running workshops and give access to training and funding.</p> <p>GQ The SIP is strong and feels targeted, could Governors review it during the year? We would have re-anonymise it but yes it could be summarised, DB to assist in this (AP).</p> <p>The School Improvement Plan was approved by Governors.</p>
10	Safeguarding report	<p>The Safeguarding update is due at the next meeting, acronyms are now included as per an action from the previous meeting.</p> <p>All Governors will complete KCSiE training before the next meeting and then confirm they have read part two of KCSiE (AP).</p>

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11	Governor Training	NYC training dates were uploaded to Teams before the meeting, MAST training is free to all Governors Training is also available from Swaledale Alliance. NYES SEN training is available in March 2026.
12	Governor Monitoring	See item 13.
13	Governance	<p><u>Governance Structure</u> The Governance structure was approved by Governors. Governors discussed link roles with reference to the new Ofsted Framework, it was agreed that SS and KB discuss this further and propose Link Governor roles. (AP)</p> <p><u>Vacancies</u> JS's term as Staff Governor has now ended, Governors thanked her for contribution. An update on the new Staff Governor will be provided at the next meeting.</p> <p><u>Approve GIAS/Governor Terms</u> The Clerk advised that JLa should be removed from GIAS as he is an Associate Member (AP). CD's term is due to end shortly (AP). KP's term is due to end in December, SS will hold a Parent Governor election (AP)</p> <p><u>Agree Code of Conduct</u> The Code of Conduct was reviewed and agreed by Governors.</p> <p><u>Review Standing Orders</u> The Standing Orders were reviewed and agreed by Governors.</p> <p><u>Consider Skills Audit</u> The Clerk will issue a Skills Audit (AP)</p>

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		<p><u>Approve Governance Statement</u> The Governance Statement was approved and will be uploaded to the school website.</p> <p><u>Approve Governance Strategic Plan</u> SS uploaded the plan to Teams before the meeting. Governors discussed how governance updates can be communicated to parents. It was agreed that a summary of governance business is issued to parents once a term, SS to advise KB of dates. (AP)</p> <p>The Governance Plan was approved by governors.</p>
14	Policies for approval	<p>Updated policies</p> <p><u>Child Protection and Safeguarding (HT)</u> Updated so it is personalised to RMS.</p> <p><u>Early Years Policy (JS)</u> Biggest change is around safeguarding. Referred to points of new framework</p> <p><u>SEND Policy (HL)</u> Main change about SENCO absence, names need to be changed (AP), subject to those tweaks recommended to approve.</p> <p><u>Educational visits</u> Updated with local area study.</p> <p><u>Pupil Attendance and Absence Policy (DB)</u> Reads well, easy to understand, recommend to approve</p>

Hearing and Appeals Policy (KP) defer next meeting

Capability Model Policy and Procedure (CW) defer next meeting

Online Safety Policy (HT) defer next meeting

Music Development Plan (JanL)

This is a new policy, makes strong links to spirituality wellbeing and cultural diversity. Curriculum is increasingly delivered by specialist, links to OPAL and also wellbeing. Focus on singing and instruments. Increases pupils' experience and enjoyment of music and propose to approve.

Unchanged policies

Complaints (KB)

Needs an update with Chair's name but recommend to approve. (AP)

Children with Health Needs who cannot attend school (NS)

GQ Doesn't give example of when can't attend eg acceptable reason of not attending school?

There is not a list, decided on a case by case basis.

School medical policy (CD)

Comprehensive, details all responsibilities, procedures to follow are detailed and a flow chart is included

Whistleblowing Policy (KW)

Unchanged.

Governors AGREED all of the above policies.

15	External reports	There were no external reports.
16	Financial Updates	<p>The June budget monitoring report was uploaded to Teams before the meeting, the budget is doing well, with a healthy carry forward.</p> <p>GQ In the expenditure there is a £21k surplus in teaching staff, could you say why? When we became aware that reducing from 32 to 24 pupils in 3 year old provision we did not employ a new teacher. Savings are made by not paying for on-costs, so using supply was a saving compared to employing a staff member.</p> <p>GQ How did holiday club work out financially? We made a profit of £5.5k, however costs were almost double compared to budget.</p> <p>GQ Was it successful? Yes we received some positive parent comments.</p> <p>GQ Do we have detailed feedback? There are some on class dojo along with suggestions for improvements. We plan to screenshot dojo comments to share on flyers for next year.</p> <p>GQ I understand staff bought extra food, could we ask our new caterers if they could quote to provide food? Yes that's a good idea.</p> <p>GQ Did those who did not show up affect profit? Some families paid upfront, if not it would be a financial loss. But we did have some who booked in last minute. SS ask ZP about analysis (AP)</p> <p>GQ Did the overall figures and the increase cost for food include the fact it was open for longer this year? Yes.</p>

		<p>GQ Regarding staff wellbeing, did staff have a break? The two staff members who covered it were from WAC and MSA so not full time during term time and were keen on additional hours. The leader had two weeks off.</p> <p>GQ Do we know if they were happy with arrangement? Yes they were.</p> <p>One staff member reported that covering break times was challenging. SS advised that with the pupil numbers another staff member is not possible. Some days an additional staff member was present for a pupil with additional needs.</p> <p>GQ How much of your (SS) time did it take? SS and JL were either on call or in the building. HL noted how much she valued the club.</p> <p>WAC Capital Grant Received £29k which was spent on WAC new kitchen units and toilets, lighting and heating also updated.</p> <p>LA Capital funding project New fascias above KS1 classrooms have been installed.</p> <p>School-based Nursery Capital Grant 2025-2026 This has reopened so a new bid will be submitted.</p> <p>GQ What is it for? Increasing capacity and updating provision in early years. The closing date is in December so will update Governors then.</p>
17	PE and Sports Premium Impact Report	JLa advised that the reports have moved to an online reporting system, very little training was received from DfE. The input took two days as the system was so slow.

		<p>There is a focus on SEND and girls' participation.</p> <p>GQ What will this year look like? More specialist sports coaching and coaching from Reception onwards. Maintain nurture club lunchtime and after school. There is a focus on swimming, Catterick pool however is at capacity.</p> <p>CW advised Governors that a recommendation that Richmond Swimming Pool will be repaired by middle of 2026. This will be decided next Monday.</p> <p>Governors were advised that there is a possibility of a swimming pool to be brought into school for a six week period. JLa is going to see one in action and report back to Governors.</p>
18	Health and Safety/Premises	<p>Each school must have a Climate Action Plan, RMS already do a lot of work on this. An energy report in 2022 gave a detailed action plan with an air source heat pump recommended as well as solar energy and composter for food wastage.</p> <p>Governors approved the Climate Action Plan and this will be uploaded to the website.</p>
19	Confidential item	There were no confidential items.
20	AOB	KW, KB and JLi will be members of the Headteacher Performance Management Committee along with Don Parker. There will be a meeting on the morning of 3 rd October 2025.
21	Impact. How are we enabling all in our school community to flourish?	<ul style="list-style-type: none"> • Policies approved and amended where necessary • Looked at educational standards, both strengths and areas for improvement • Approved SIP and looked at SEF • Discussed enrichment - developing music and PE offer • Covered community involvement • Governance checked to ensure it is fit for purpose

		<ul style="list-style-type: none"> • Approved Climate Action Plan • Monitored finance • Safeguarding discussed • Discussed new national curriculum; new Ofsted framework and Early Years framework
22	Dates for 25/26	<p><u>Dates for 25/26</u></p> <p>Autumn Term 24th November 2025 (Finance/Round Robin)</p> <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 on 11th May 18th May 2026 (Educational Performance) 22nd June 2026 (Ethos, vision and values/Round Robin)</p>
There being no other business the meeting closed at 7.46pm		