

**Annual Governance Statement
for the Governing Body of Richmond Methodist School
Academic Year 2023-2024**

In accordance with the Government's requirement for all governing bodies, the three core strategic functions of Richmond Methodist School Governing Body are:

1. Ensuring clarity of vision, ethos and strategic direction
2. Holding the Headteacher to account for the educational performance of the school and its pupils
3. Overseeing the financial performance of the school and making sure its money is well spent

Governance arrangements

The Full Governing Body of Richmond Methodist School is made up of 12 governors as follows –

- (a) 3 parent governors
- (b) 1 Local Authority governor
- (c) 1 staff governor
- (d) 1 Headteacher (ex-officio)
- (d) 3 foundation governors (1 ex-officio)
- (e) 3 co-opted governors

Attendance record of governors

The Full Governing Body met on six occasions during the school year, the minutes of these meetings are available on the school website.

In 2022-2023, we met on 9th October 2023, 27th November 2023, 22nd January 2024, 11th March 2024, 20th May 2024 and 1st July 2024.

The names of the members of the Governing Body are provided later in this document, as well as a record of their attendance at meetings of the Full Governing Body during the academic year 2023-2024. Their terms of office expiry dates are also provided later in the document.

A review of 2022-23

Members of the Governing Body have continued to work hard to understand all aspects of their role this year and contribute fully to the work of the school.

During the academic year 2023-24, the Governing Body has held the headteacher to account for the educational performance of the school and the pupils through

- Discussions on termly data relating to the attainment, progress and attendance of all children in the school
- Regular governor visits to the school linked to the school's priorities
- Regular meetings with Subject Leaders and phase teams
- Monitoring the School Development Plan, including offering support for developments in writing

During the academic year 2023-24, the Governing Body has overseen the financial performance of the school and made sure its money is well spent. The Governing Body has

- Agreed the start budget for 2023-2024
- Reviewed Value for Money in budget setting
- Agreed the use of funding to support pupils to flourish
- Submitted the School's Financial Value Standard
- Monitored the spending of the school and planned for future spending
- Considered the effectiveness of the school buildings in delivering the curriculum safely
- Agreed to increase the current costs of School Meals to £2.60 from September 2024

During the academic year 2023-24, the Governing Body has contributed to the vision, ethos and strategic direction of the school by –

- Confirming that all governors have read and understood Keeping Children Safe in Education
- Ensuring all policies are up to date and scrutinised carefully for the benefit of the pupils
- Approving key policies for children's well-being, including focusing on children's spiritual development and their access to extra-curricula activities
- Promoting well-being and safeguarding for the benefit of adults and children
- Engaging with the updated 'Keeping Children Safe in Education.'
- Ensuring safety of pupils by reviewing policies and procedure
- Reviewing the Terms of Reference for governor responsibilities.
- Supporting the school to increase community engagement
- Considering the potential benefits of joining a Multi Academy Trust
- Recruiting governors to expand to expertise of the Governing Body
- Developing the Methodist Statement of Entitlement
- Supporting the school in making staff appointments

Governors have attended the following training –

Jan Linsley

11/9/23 Diversity Training Course, Data Protection, Display Screen Equipment E-Learning

12/9/23 Safeguarding Training, General Health & Safety E-Learning

15/10/23 Cyber Training

27/10/23 Prevent Training

28/10/23 Information Security, Data Protection for Employees

Daniel Benfield

28/11/24 SIRO, SPOC and IAO Roles and Responsibilities, Information Requests – (SAR and ERR), Information Security, Data Protection Refresher, Data Protection for School Employees

Hannah Long

13/1/24 Safeguarding Training, Cyber Training

23/1/24 SIRO, SPOC and IAO Roles and Responsibilities, Information Requests – (SAR and ERR), Information Security, Data Protection Refresher, Data Protection for School Employees

Kate Pepperrell

13/11/23 Data Protection Training, Information Security Training, Safeguarding Training, Prevent Training, Cyber Training

Kathleen Wood

15/10/23 Cyber Training

25/10/23 Prevent Training, MAST webinar – “A Theologically Rooted Christian Vision”

27/10/23 Data Protection Training, Information Security Training

18/12/23 MAST webinar on Governance

29/12/23 Equality, Diversity and Inclusion Training

25/4/24 3xMAST Webinars on Spirituality

Nickey Hebb

19/4/24 Guidance for Governors: Preparing to Meet an Ofsted Inspector | Secondary, Guidance for Link Governors: Working Effectively with School Leaders, Annual Certificate in Data Protection & GDPR for Governors and Trustees for Secondary Schools & Academies (2023-2024), Guidance for Governors and Trustees: Engaging with Parents, Carers and the Wider Community, Annual Certificate in Online Safety for Governors and Trustees for Secondary Schools & Academies (2023-2024), Annual Certificate in Understanding the Prevent Duty for Secondary Schools & Academies (2023-2024), Certificate in the Role of the Safeguarding Link Governor or Trustee for Secondary Schools & Academies, Certificate in the Role of a School Governor for Secondary Schools & Academies

23/5/24 Effective School Governance: Principles of Strategic Leadership Aligned with DfE Guidance | Secondary, Understanding the Role and Responsibilities of the Chair of Governors, 10 Top Tips for Parents and Educators: Encouraging Healthy Friendships, Governor Focus: How to Use the Headteachers Report to Inform Decision-Making, Guidance for Governors: Your Role in the Headteacher's Appraisal

3/6/24 Level 3 Safeguarding Children Roles and Responsibilities Course, Safeguarding Supervision Course

14/6/24 Safeguarding, Cyber, Prevent

We follow North Yorkshire Council’s advice on school policies and choose to adopt the County’s policies. We have also adopted a number of Veritau policies. This year we have reviewed and adopted the following policies –

Policies approved 2023-2024

School Hearing & Appeals, Charging & Remissions, GDPR (Child Privacy Notice, General Privacy Notice, Governors & Volunteers Privacy Notice, Information Governance, Information Security, Privacy Notice Framework, Pupil Acceptable Use, Pupils Parents & Guardians Privacy Notice, Records Management, Website Privacy Notice, Workforce Acceptable Use, Workforce Privacy Notice), School Complaints, CCTV, GDPR Publication Scheme, Cyber Response Plan, Developing Performance & Capability of Staff, Early Careers Teachers, Staff Discipline, Conduct and Grievance, Statement of Procedures for Dealing with Allegations of Abuse Against Staff, Teachers Pay, Appraisal, Early Retirement Policy, Leave Policy, Probationary Procedure, Recruitment & Selection, Resolving Issues at Work, Induction Policy & Procedure, Parental Leave, Child Protection, Children with Health Needs with Cannot Attend School, EYFS, SEN & Disability, Whistleblowing, Online Safety, Behaviour in Schools, School Exclusion, Health & Safety, School Medical Policy, Budget Management, Remote Education, Assessment, Self Harm, Sleep, Suicide Ideation, Reorganisation Redundancy & Redeployment, Code of Conduct, Travel & Expenses, Relationships & Sex Education, Governors’ Allowances

In addition, the following **confidential** discussion took place as follows –

Date	Focus	Decision
29 th January 2024	Academisation	To investigate the options available. Governors decided it was not in the school’s interest to pursue academisation.
20 th May 2025	Staffing	To agree procedures for a leadership appointment

Approved minutes of the Full Governing Body meetings are available on the school’s website <http://www.richmondmethodist.n-yorks.sch.uk/>

How to contact the governing body

Information about the school’s governing body is available on the governors’ page of the school’s website.

To contact the Chair of Governors please email cofg@richmondmethodist.n-yorks.sch.uk

**Attendance Record for Richmond Methodist Primary School Governors:
2023-24 academic year.**

Governors met on 9th October 2023, 27th November 2023, 22nd January 2024, 11th March 2024, 20th May 2024 and 1st July 2024.

Name of Governor	Category	Responsibility	Attendance	Term of office ends	Register of business interests
Jan Linsley	Co-opted	Chair	6/6	29/05/2027	Jan Linsley Education Consultancy Ltd. Chair of trustees, Arete Learning Trust. Member, Yorkshire Collaborative Academy Trust.
Nicola Hebb	Local Authority	Co Vice-Chair	6/6	26/07/2027	Governor at Richmond School
Rev. Kathleen Wood	Foundation (ex officio)		6/6	Ex-officio, appointed September 2020	None
Nicola Scrafton	Foundation		4/6	24/09/2028	None
Kathleen Bradley	Co-opted	Co Vice-Chair	5/6	18/05/2027	None
Sharon Stevenson	Headteacher		6/6	N/A	Governor at Richmond School
Julie Swinbank	Staff Governor		5/6	30/10/2024	Ronnie's Roost Holiday let
Scott Woodhead	Co-opted Governor		0	01/03/2024 Resigned 23/09/2023	Company Director YOLO Inc Retail Group, Richmond
John Armitage	Parent Governor		2/2	Term of office ended 05/12/2023	Headteacher at Rydal Academy, Darlington.
Kate Pepperrell	Parent Governor		4/6	16/12/2025	
Caroline Dawson	Foundation Governor		4/6	27/09/2025	Teacher at Richmond School.

Daniel Benfield	Parent		4/5	30/11/2026	`Katrina and her Camera` Photography Business Wife is TA in Y1. Sister in law is Deputy Head
Hannah Long	Parent Governor		3/4	21/01/2027	None
Clive World	Co-opted Governor		4/4	21/01/2027	Town Councillor