

**Annual Governance Statement  
for the Governing Body of Richmond Methodist School  
Academic Year 2024-2025**

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 2024-2025, we met on 30<sup>th</sup> September 2024, 25<sup>th</sup> November 2024, 20<sup>th</sup> January 2025, 10<sup>th</sup> March 2025, 19<sup>th</sup> May 2025 and 23<sup>rd</sup> June 2025.

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 2024-2025. Their terms of office expiry dates are also provided later in the document.

## **A review of 2024 -2025**

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 this time the Governing Body were greatly saddened by the loss of their much loved colleague and Chair, Nickey Hebb, who lost her battle with cancer at the beginning of February. Remembrances were planned by the school during the academic year to celebrate her wonderful life, and to recognise her outstanding contribution to the school over many years.

### **Educational Performance:**

During the academic year 2024-25, 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
- Monitoring, planning and preparing for SIAMS inspection in January 2025

### **Financial Performance:**

During the academic year 2024-25, 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 2024-2025
- 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 change the school meals provider and keep costs to parents the same

### **Strategic Vision and Ethos:**

During the academic year 2024-25, 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-curricular 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
- Supporting the school in making staff appointments

**Governors approved the following policies this academic year:**

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, Early Careers Teachers, Staff Discipline, Conduct and Grievance, Statement of Procedures for Dealing with Allegations of Abuse Against Staff, Teachers Pay, Appraisal, Attendance Management, Early Retirement Policy, Flexible Working, Leave Policy, Recruitment & Selection, Resolving Issues at Work, RRR, Code of Conduct, Induction Policy & Procedure, Parental Leave, Accessibility Plan, Child Protection, Children with Health Needs with Cannot Attend School, EYFS, SEN & Disability, Whistleblowing, Online Safety, RSE, Behaviour in Schools, School Exclusion, Health & Safety, School Medical Policy, Governors' Allowances, Instrument of Government, Budget Management, Governor Visits, Remote Education, Assessment, Self Harm, Sleep, Suicide Ideation, RE, Prevent Duty Risk Assessment Tool & Action Plan.

**Governors have attended the following training:**

**Jan Linsley**

15/9/24 Data Protection Training

1/1/25 The Prevent Duty Safeguarding

13/1/25 Anti-Sexual Harassment Training

10/3/25 Finance Training

6/5/25 The Prevent Duty Training

7/5/25 Child Protection Refresher Training

7/5/25 Equality & Diversity Training

**Daniel Benfield**

10/3/25 Finance Training

**Hannah Long**

9/9/24 Safeguarding Training

10/9/24 Prevent Training

21/1/25 Cyber Training

10/3/25 Finance Training

**Kate Pepperrell**

4/2/25 Cyber Training

10/3/25 Finance Training

**Kathleen Wood**

9/8/24 MAST webinar- on "Disadvantaged Pupils"

19/10/24 - NGA Conference in Harrogate - "Leading with compassion" and legislation updates;

22/10/24 - MAST webinar on Collective worship "Looking up"

22/10/24 - MAST webinar on Updates for Governors

15/1/25 – MAST Webinar – Understanding Autism

21/1/25 – Cyber Training

25/2/25 – MAST webinar - Role of chair of Govs for all Govs

10/3/25 Finance Training

27/3/25 – MAST webinar - Collective Worship - Looking Out

29/3/25 – MAST webinar - Collective Worship - Looking In

24/6/25 – MAST Webinar - What governors need to know regarding Disadvantaged pupils part 2

**Kathleen Bradley**

3/3/25 – Prevent Training

3/3/25 – Information Security Training

3/3/25 – Data Protection Training

3/3/25 – Cyber Security Training

10/3/25 Finance Training

**Caroline Dawson**

10/3/25 Finance Training

**Nicola Scrafton**

9/9/24 Prevent Training

10/3/25 Finance Training

**Clive World**

10/3/25 Finance Training

*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](mailto:cofg@richmondmethodist.n-yorks.sch.uk)

**Attendance Record for Richmond Methodist Primary School Governors:  
2024-25 academic year.**

Governors met on 30th September 2024, 25th November 2024, 20th January 2025, 10th March 2025, 19th May 2025 and 23rd June 2025.

| <b>Name of Governor</b> | <b>Category</b> | <b>Responsibility</b> | <b>Attendance</b> | <b>Term of office ends</b> | <b>Register of business interests</b>  |
|-------------------------|-----------------|-----------------------|-------------------|----------------------------|--|
| Jan Linsley             | Co-opted        | Co Vice-Chair         | 5/6               | 29/05/2027                 | Jan Linsley Education Consultancy Ltd. Chair of trustees, Arete Learning Trust. Member, Yorkshire Collaborative Academy Trust. |

|                    |                         |                           |     |                                      |   |
|--------------------|-------------------------|---------------------------|-----|--------------------------------------|---|
| Nicola Hebb        | Local Authority         | Chair until February 2025 | 2/3 | 02/02/2025                           | Governor at Richmond School   |
| Rev. Kathleen Wood | Foundation (ex officio) | Co Vice-Chair             | 5/6 | Ex-officio, appointed September 2020 | None  |
| Nicola Scrafton    | Foundation              |                           | 4/6 | 24/09/2028                           | None  |
| Kathleen Bradley   | Co-opted                | Chair from March 2025     | 5/6 | 18/05/2027                           | None  |
| Sharon Stevenson   | Headteacher             |                           | 6/6 | N/A                                  | Governor at Richmond School   |
| Julie Swinbank     | Staff Governor          |                           | 6/6 | 30/10/2025                           | Ronnie's Roost Holiday let  |
| Kate Pepperrell    | Parent Governor         |                           | 4/6 | 16/12/2025                           |   |
| Caroline Dawson    | Foundation Governor     |                           | 3/6 | 27/09/2028                           | Teacher at Richmond School.   |
| Daniel Benfield    | Parent                  |                           | 6/6 | 30/11/2026                           | `Katrina and her Camera` Photography Business<br><br>Wife is TA in Y1. Sister in law was Deputy Head, left school during 2024 |
| Hannah Long        | Parent Governor         |                           | 5/6 | 21/01/2027                           | None  |
| Clive World        | Co-opted Governor       |                           | 4/6 | 21/01/2027                           | Town Councillor   |
| Joe Larder         | Associate Member        |                           | 4/4 | 20/01/2027                           | Deputy Headteacher at RMS   |