



Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 9th March 2026 at 5.30pm
at Richmond Methodist Primary School and via TEAMS**

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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Signed: 

Date: 19/5/26

In attendance

Sharon Stevenson (SS, Headteacher); Kathleen Bradley (Chair); Kathleen Wood (Vice Chair); Joe Larder (JLa, Deputy Headteacher); Daniel Benfield (DB); Nicola Scrafton (NS); Hannah Long (HL, TEAMS); Rebecca Kent (RK), Kate Pepperell (KP), Simon Longley (SL), Peter White (PW), Alice Walker (AW), Jan Linsley (JLi)

Also present

Louise Flanagan, (Clerk to Governors, NYC (TEAMS))

		Book Scrutiny took place from 5.30-6pm.
1	Welcome from the Chair and Opening Prayer	The Chair, Kathleen Bradley, welcomed Governors to the meeting. Governors agreed the book scrutiny was helpful 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.
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.

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4	To remind governors of the need for confidentiality	Governors were reminded of the need for confidentiality.
5	To determine whether any part of the proceedings should be treated as confidential	There will be one confidential item.
6	Notification of urgent other business.	There was no other urgent business to be discussed.
7	To approve as a correct record the Minutes of the FGB meeting held on the 19th January 2026	The minutes and confidential minutes of the FGB meeting held on 19 th January 2026 were approved as a correct record subject to two small amendments and will be forwarded to ZP as soon as possible (AP)
8	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. A parent was approached regarding the nursery grant feasibility study however this did not progress and other options will be considered. All other actions were confirmed as complete.
9	Book Scrutiny – writing focus	<p>The Chair requested that Governors send in their book scrutiny feedback by 20th March so it may be collated. The intention is to continue to update the table. (AP)</p> <p>Governor Question (GQ) Did we share the previous feedback to staff? We shared verbal feedback, however we need to produce a written summary. It would be good to see that what has been shared, what has been summarised and understood by Governors. It was suggested to add tonight's findings to a Governor Monitoring form, KB will reshare the last Round Robin document (AP). Governors agreed to reconsider the questions for next time so they are more open.</p>


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9	Headteacher's Report	<p>GQ Premises Update – work is going on in Swaledale and Malhamdale? Would it be possible for Governors to visit before or after the next meeting? Yes that it is possible. There are new cupboards, it is newly decorated and new learning spaces for KS1. There is still some snagging to complete.</p> <p>GQ Where are coats stored now? Down the corridor on the wall.</p> <p>GQ Regarding the Early Years GTA update – it feels like a dismaying time, do you know why that role has been so hard to fill, have you had any feedback? The outgoing staff member only been with us a short time (reasons for leaving were shared). A candidate declined the post due to finances.</p> <p>GQ Is there anything we can learn at recruitment? The salary is stated on the advert and candidates can ask questions during the interview. Pro rata pay is not always understood by applicants.</p> <p>GQ How is the new caretaker? They have not yet started, their induction is this week. We will make procedures clear during the induction process.</p> <p>GQ Do you have cheat sheets with all expected duties? Yes.</p> <p>GQ Has there been a change in parents taking holidays as figures for fines have increased? There have been more requests.</p> <p>Governors agreed the attendance figures were very positive particularly for disadvantaged groups. It is vital pupils are excited to come into school, soft starts help with this.</p> <p>GQ How many service pupils do you have? We have 27 pupils</p>
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		<p>GQ Is there an uptake in Free School Meals since the change of provider? Yes there is a higher uptake.</p> <p>SS presented to Methodist School Committee in London last week and this was well received, Governors congratulated SS on raising the profile of the school in Methodist circles. SS advised she talked about the challenges of Methodist school leadership. SS has been receiving half termly supervision from Reverend Richard Andrew, this will take place 6 times a year for 90 minutes and benefits wellbeing.</p>
9	To approve the Equality Duty and Equality Objectives	<p>The Equality Duty and Equality Objectives were uploaded to SharePoint before the meeting. Governors agreed they contained good accessible language. Inclusive maintained schools toolkit to be added.</p> <p>DB left the meeting at 7.09pm</p> <p>GQ Who determines if the success criteria met? SLT would review it and then Governors will hold the school to account annually. The Chair advised she didn't find it easy to locate on the school website.</p> <p>DB joined the meeting at 7.12pm</p> <p>GQ Regarding Objective 3, the second paragraph is unfinished? SS to amend (AP).</p> <p>The Equality Duty and Objectives were agreed by Governors.</p>
11	Safeguarding report	<p>The Safeguarding Report was shared before the meeting and questions invited</p> <p>GQ Are the Operation Encompass alerts for the same individual? Yes.</p>
12	Governor Training	<p>SP and PW have accessed induction training.</p>

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13	Governor Monitoring and Proposed Link Governor Roles	<p>KW has monitored Collective Worship and noted that it was very positive, she is confident that the Collective Worship Policy is being followed. Staff are excellent, Wednesday wisdoms are also very good with some searching questions from pupils. Governors noted that one non-verbal pupil was confident enough to answer a question in front of the school governors and it was agreed this is something to celebrate. RE will be monitored after the `RE On a Page` has been finalised. Governors are welcome to attend Collective Worship.</p> <p>JL visited in November and met with Hilary Cave regarding safeguarding. She also met with SS in January.</p> <p>JL completed Safer Recruitment training and Safeguarding level 1 and 2, both shared with ZP. This resulted in a number of questions to ask and she is working her way through these. JL's next visit in February looked at the Single Central Record. JL spoke with 8 KS2 pupils about safeguarding who said they felt safe. JL will be meeting Joanna Conway next term and a further meeting after that to look at safeguarding curriculum and also CPD.</p> <p>GQ Can you use safeguarding training from other organisations? Yes. The NGA safer recruitment training was really helpful.</p>
14	Governance	<p>The updated Governor Action Plan was shared to SharePoint before the meeting.</p> <p>Doing all the good we can - FOR ALL. Need to be able to review and RAG rate the plan at year end. Governors agree to look at it every other meeting, to alternate with the SIP.</p> <p>KB was thanked for the huge amount of work she put into the action plan.</p> <p>GQ Should pupil voice be included? The Safeguarding Visit included pupil voice and it is included in every monitoring report sheet (uploaded before the meeting).</p>

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		<p>GQ The Governor Visits Policy needs to reviewed? Yes now we have a plan for monitoring we can reflect on the policy (AP).</p> <p>Governors can use Microsoft Forms but can also handwrite monitoring reports.</p> <p>It was agreed that Governors should have wifi access in school (AP)</p>
15	Policies for approval	<p>Unchanged Policies: Flexible Working Leave Policy Probationary Policy Recruitment and Selection Policy Resolving Issues at Work Policy Code of Conduct Induction Policy Parental Leave Policy Travel and Expenses Policy Developing Performance Policy Capability Policy ECT Induction Policy Disciplinary Policy Appraisal Policy Staff Attendance Policy Local Government Pension Scheme, Early Retirement Policy</p> <p><u>Amended Policies</u> Reorganisation, Redundancy and Redeployment Policy – KB Provides full statutory process in the event school needs to restructure, contains everything need to know including the appeal process.</p>

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		<p>GQ Needs to be personalised to RMS eg page 6. Pay Protection p9 remove `optional`? Yes, that will be removed (AP).</p> <p>Managing Allegations Policy – JL NYC policy which needs to be personalised to RMS. Provides details on the process for low level concerns and a raft of other linked policies. Applies to all staff, Governors, parents, contractors etc. Places an obligation on all to report any concerns, which links to KCSiE. Typo in 3.1.1 (AP). GQ Child on child allegations are not included? That is in the Behaviour Policy.</p> <p>The above policies were AGREED by Governors.</p> <p>Early Years Food Safety Policy – DB GQ Is there a non EY Food Safety Policy? There doesn't have to be, medical policies take into account allergies. GQ Temperature monitoring conducted daily, do we have a procedure on that? The freezer is checked daily. Needs to change so it is in line with other medical policies. Language needs to be reviewed. To be re-presented at a later meeting (AP)</p>
16	External reports	<p><u>SEND Monitoring Report</u> Hilary Cave spent the day with the SENCO, staff and pupils as well as Send Governor (HL). She gave a detailed and robust report – the first report was returned as some of the suggested actions were unmanageable for a SENCO. HL noted feedback on the day was very positive and complimentary of the SENCO.</p> <p>Governors thanked HL and asked that thanks are passed onto the SENCO.</p> <p>The SENCO will be providing costings on interventions on a broad basis eg components of care, rather than individual pupil costs.</p>

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17	Financial Updates	<p>Budget Update</p> <p>Governors agreed that Zoe Pick and SS are doing a good job of monitoring the budget and benchmarking shows RMS is in line with similar schools. Nursery and Wraparound Care are there to offer a service to families rather than be profit making</p> <p>GQ £2.58 charge, is that for all meals? Paid meals for children in Year 3 – 6.</p> <p>GQ Regarding staff insurance, how far back do figures go? Could you go back 5 years and weigh up if insurance was worth it?</p> <p>Governors agreed an analysis should be conducted by ZP and Governors emailed with a range of options to decide on insurance cover (AP).</p>
18	Health and Safety/Premises	This was covered in the Headteacher's Report.
19	Swimming Update	<p>An approach was made to a parent who has a swimming pool and they have agreed to accommodate a group of Y6 pupils after SATS. Two staff members have a swimming qualification to coach the pupils.</p> <p>It was suggested staff ring ahead to confirm pool chlorine levels.</p>
20	Confidential Item	This was moved the end of the meeting and minuted confidentially.
21	AOB	<p style="text-align: center;">AW and RK left the meeting at 8.32pm</p> <p>SS advised that after a lot of reflection she will be retiring at the end of this academic year. She shared that leading RMS has been greatest joy and privilege of her career and she is proud of everything achieved eg strengthening the Methodist ethos and visits from other schools show RMS is a beacon of</p>

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		<p>good practice. This has created a truly inclusive school and SS thanked all Governors for their support and challenge.</p> <p>News will be shared with staff tomorrow and then parents.</p> <p>Governors thanked SS for all of her hard work and noted she will be leaving the school in a better place than before she arrived. Governors fully supported the decision and thanked SS again.</p>
22	Impact. How are we enabling all in our school community to flourish?	<ul style="list-style-type: none"> • Secured a swimming venue for Y6 pupils • Monitored standards of writing • Amended and approved policies • Celebrated work of SS • Safeguarding Governor updated Governors about current practice • Monitored finance and benchmarked school against similar schools • Considered changes to staff absence insurance
23	Dates for 25/26	<p><u>Dates for 25/26</u></p> <p>11th May 2026 (finance only via TEAMS) 18th May 2026 (Educational Performance) 22nd June 2026 (Ethos, vision and values/Round Robin)</p>
There being no other business the meeting closed at 8.42pm		

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