




*Doing all the good we can*

**Richmond Methodist Primary School  
Full Governing Body Meeting on  
Monday 11<sup>th</sup> May 2026 at 5.00pm  
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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## In attendance

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

### Also present

Louise Flanagan, (Clerk to Governors, North Yorkshire Council)  
Zoe Pick (School Business Manager)  
Caroline Buck (Bursar)

1	<b>Welcome from the Chair and Opening Prayer</b>	JLi welcomed Governors to the meeting as KB was due to join a little later.
2	<b>To receive apologies for absence and to determine whether any absences should be consented to.</b>	Apologies were received from Kathleen Wood and Clive World and these were accepted by Governors.
3	<b>To remind governors of the need to complete business and personal, interests, pecuniary and non-pecuniary, gifts and hospitality and self-declaration form.</b>	No business interests were declared for today's agenda.

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4	<b>To remind governors of the need for confidentiality</b>	Governors were reminded of the need for confidentiality.
5	<b>To determine whether any part of the proceedings should be treated as confidential</b>	There will be one confidential item which will be discussed at the end of the meeting.
6	<b>Notification of urgent other business.</b>	<p>There was no other urgent business to be discussed.</p> <p style="text-align: center;">KB joined the meeting at 5.10pm and Chaired from this point</p>
7	<b>Finance</b>	<p>The finance reports were uploaded before the meeting, JLi noted that the budget was very detailed and clear.</p> <p><b><u>Outturn</u></b></p> <p><b>Governor Question (GQ) Is it worth adding another 3% for inflation?</b> Inflation is already built in.</p> <p><b>GQ Will the new Headteacher salary make a difference to budget?</b> Answered in confidential minute.</p> <p>Questions tabled by the Chair before the meeting.</p> <p><b>- 5025 what is SBSG? I assume NI grant is the national insurance grant?</b>  School Budget Support Grant which came out last year and is now incorporated into school funding. It is to cover pay awards and National Insurance.</p>

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- **9010** – there is a note to say that we had received more funding than expected – but the budgeted and actual are the same, and the total spent is 100% - where does it show the additional unexpected funding and what was it? It is an old comment, to do with rates.

- **9225 – MAST RLE – is carried forward? How will it be used?** It is additional money that comes into school for the work that SS does for MAST and provides savings in the budget.

**So it may not continue next year and so not in the Start Budget?** Some for April to September but not included moving forward.

- **9528 – underspend on 3/4yrs deprivation – why is there an underspend/why was there more than expected?** It is not an underspend, more income has been received than expected. It is based on where pupils live and RMS are not aware of this until pupils arrive.

**It looked as though we had money and only used a percentage?** Predicted £249k, actually £532k, received more income than expected, it is not related to spend.


- **9530/9531 – does this mean that we had more privately paid hours?** It is not privately paid hours. Children who are aged 3-4 receive 15 hours, but working family get an additional 15 hours. We predict how many pupils and then we actually had more children, so more income.

- **What does the EY element 2 – inclusion funding represent?**

It's for inclusion in nursery, a pot of more we apply for to fund interventions or transition. We use it to buy additional hours of staffing. Currently we have lunchtime/wraparound care staff supporting in Nursery while nursery staff who know the children well are doing interventions.

- **Disability access funding – what does this represent?** When families apply for DLA, RMS receive a small amount.

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- **Why is there less funding than expected yet budgeted and actual are the same?** That is an old comment

- **Please can you explain 1301, 1302, 1303, 1304 – they clearly cancel each other out, but the code names don't seem to make sense?** They do cancel out, before a staff member started permanently we employed them as a cover. So we had to employ them on a slightly different supply contract.

**E07- 1440 – invigilators £79?** This was the code we had to use to pay a member of staff to transport SATS papers to and supervise an excluded pupil for their Year 6 Statutory Assessments.

**E19 - 3361 – underspend on non IT learning resources – are we under resourcing in any areas? Do we have an annual plan (forecast) for learning resources?** It's not an underspend, we allocated a certain amount of money for non IT and sometimes it's not needed, the money goes back in the general pot.

- **Underspends across most lines here – can we understand why this is? Esp PP, SEN? E20 – 4074 – laptops 2000 not spent?**  
School have to pay the first £625, this was spent last year, but money received this year - so just a lag from last year. PP budget- we bought Lexia but in future Lexia will come out of ICT annual subscription instead.

**E27 – Reason for underspend? Comment states that there is £10K+ more to spend on ML Sports – is this included?** Not sure if other things were under that code and not here this year. We must have increased it at revised budget. Nothing else is due.

**E28 – Governing body meetings – is this the clerking service + the extras of £298 and £280 for two extra meetings? £2103/6 £350 approximately per meeting?** Clerking service is £350 per 6 meetings across the year and additional is for the Permanent Exclusion.

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**GQ Please explain the impact that the overspend will have on our capital balances as we move forward into the coming years?** Additional £1000 before year end, it will not have an impact on capital moving forward.

**GQ Pupil Premium report is detailed on how it is spent. Do schools do a similar report for the SEND budget?** The SENCO will look at the SEND report and examine where funding is spent.

**Start budget 26/27**

**GQ How many assumptions are made and how much is known?** Some areas are best guess eg exact pupil numbers. Main funding for the first year is accurate, Y2 and Y3 are estimated pupil numbers. Additional grant is exact.

**GQ Supply and staff absence insurance, has SS considered employing a staff member who would be available for cover and other activities?** We have made a decision to not have staff absence insurance and the money has been put into pot for supply (additional £21k)

**GQ So that additional amount could be used to employ someone. But we wouldn't know who needs to be covered eg a teacher or a TA?** A possible solution would be wait until this time next year and then use that money if unused.

Governors noted that KW disagreed with not renewing staff absence insurance. Governors were advised that there would have to be a lot of absence to make it worthwhile. NYC advised the Bursar that a few schools have not renewed their insurance.

Governors noted that updates about costs are provided every other meeting by ZP. If money is still there next year there is potential to employ a floating TA/teacher on a fixed term contract.

**GQ E12 – 2072 – responsive maintenance – please explain this line. – is this an area where we could look to make savings?** £17k paid to North Yorkshire contractors, RMS buy into this.


**GQ What value do you feel that represents? Is that an area we could look to make some savings?** Last year we were able to pay for toilet upgrades from contractors rather than capital. This year because we have the £6k tree costs we couldn't carry as much forward. It works well, any left we can use it for other school improvement projects.

**GQ We discussed the 2 year old nursery expansion last year and was going to pay for a feasibility study. Is there any update on that?** It was a good decision not to move forward on the feasibility study. We received information that Richmond is not a priority area and the LA focus is on improving provision on 0-2 provision which isn't our focus.

**GQ In previous budgets we've always had pupil numbers, can you confirm numbers in and out for this year?** Leavers in Y6 is 38 and 36 coming into Reception.


SS advised that the revised budget for 25/26 predicted a deficit of £134k, so a deficit of £44k means there was a £90,904 saving this year, the contingencies and savings are really important.

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		<p>CB stated that the main highlight is for Governors to monitor is the predicted in-year deficit in years 2 and 3.</p> <p style="text-align: center;"><b>Governors APPROVED the outturn and Start Budget.</b></p> <p style="text-align: center;">CB, ZP, AW, RK, JLa left the meeting at 5.58pm</p>
8	<b>AOB</b>	This item was minuted confidentially.
9	<b>Impact. How are we enabling all in our school community to flourish?</b>	<ul style="list-style-type: none"> <li>• Ensured money was spent responsibly and effectively in last year</li> <li>• Revisited the insurance costings to ensure beneficial for the school</li> <li>• Agreed a budget will ensure funding is allocated responsibly</li> </ul>
10	<b>Dates for 25/26</b>	FGB 18 <sup>th</sup> May 2026 5.30pm
There being no other business the meeting closed at 6.23pm		

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