



Doing all the good we can

**Richmond Methodist Primary School
Full Governing Body Meeting on
Monday 22nd June 2026 at 5.30pm**

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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Date: 12/10/26

In attendance

Sharon Stevenson (SS, Headteacher); Kathleen Bradley (Chair); Daniel Benfield (DB); Jan Linsley (JLi); Hannah Long (HL); Kate Pepperell (KP); Peter White (PW); Alice Walker (AW); Rebecca Kent (RK); Joe Larder (JLa), Clive World (CW)

Also present

Louise Flanagan, (Clerk to Governors, North Yorkshire Council)

Rob Campbell (Headteacher RAF Leeming CP);

	The Round Robin took place until 6.15pm Gifts were presented to HL, JLa and SS. SS thanked the governing body for all of their support and made special mention of Nickey Hebb.
1	Welcome from the Chair and Opening Prayer A prayer was shared by KB on behalf of KW in her absence.
2	To receive apologies for absence and to determine whether any absences should be consented to Apologies were received from Nicola Scrafton, Simon Longley and Kathleen Wood 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

2OFFICIAL

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Date: 12/10/26



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 The confidential minutes of the previous meetings will be circulated by the Clerk via email (AP)
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 meetings held on 7th May and 18th May 2026 The minutes of the meetings held on 7 th and 18 th May 2026 were approved by Governors and will be sent to Zoe Pick for addition of e-signature and uploading to the website (AP)
8	Matters Arising The Summary of Actions was updated.
8	Headteacher's Report The Headteacher's Report was shared on SharePoint before the meeting and SS highlighted the following points:- <u>Health and Safety</u> Benedict's Law update - there will be a short training session for staff on the first day back in September.

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KAB

Governor Question (GQ) Did we investigate this previously? Yes we have discussed it before, and Nicky Hebb has scoped it before Benedict's Law was implemented. There will be four Adrenaline auto-injectors in school which will be obtained through two private prescriptions from Boots. They will be part of the usual first aid check and replaced when out of date. The office staff have received safe handling medication training and there is now a small medicines fridge in the office.

Capital allocation

The new SEND space is already having an impact on pupils with an increased number of interventions. The new space provides flexibility and privacy and Governors were pleased to see how spacious all of the separated spaces were.

GQ Are pupils able to ask to access the space independently? Yes, especially older children who are using it for self-regulation.

Water Leak

SS advised that there has been a water leak in school. An allowance request was made to Yorkshire Water but this was rejected as the leaked water was lost into the sewer.

GQ How did you know about the leak, were there signs or was it the increased cost? It was the increased cost

GQ What is the cost? £13.5k, they have increased the bill every month to reflect this.

GQ Have you received any support from the LA? No

GQ Has that been factored into the budget? Not into the start budget but this will be adjusted in the revised budget.

SS asked LA to repair the boiler via the capital programme, even after regular prompting, no response has yet been received. Two of the three boilers currently have a fault light.

Admissions

The first new families stay and play took place last week which 36 families attended.

GQ What is your maximum admissions number? 45.

Staffing Update

Debbie Kipling an MSA with 15 years service will be leaving RMS and Susan Welch will retire after 25 years. Joe Larder moves onto headship after 12 years at RMS and Sharon Stevenson retires after 7 years as Headteacher. Governors congratulated JLa on his successful appointment as Headteacher at Appleton Wiske school.

Class structure from September

36 in Reception – a Reception and Y1 mix. Separate Y1 and Y2 classes. Y3 Y4 classes. Two Y5/Y6 classes.

39 in Y1 and 29 in Y2.

GQ How do you make the split, by age? No, not on age or ability. Classes are mixed ability and staff work in collaboration and look at a variety of factors including vulnerable children, SEND, boy and girl mix, friendships and a mix of abilities.

GQ Are the numbers lower from last year? No there is a slight increase.

GQ Would you have a pure Y5 or Y6 class? We do when teaching maths as it is easier for planning and teaching to teach single year groups for maths. RMS has a two year curriculum which means a mixed Year 5/6 supports the factors discussed in GQ above and supports teacher workload with regard to planning.

Maths Subject Leadership

Chloe Collinson has been appointed as the school's Maths Subject Lead from September 2026.

Early Career Teachers (ECT)

5 OFFICIAL

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There is an excellent ECT who is mentored by RK, the retirement of a staff member means this the ECT can stay at RMS.

GQ Has there been a lot of movement with support staff? There have been no resignations so similar numbers to last year. Awaiting news whether pupil with an EHCP will move to Special School.

Safeguarding

There were safeguarding monitoring visits in January and February from JLi. The Safeguarding Update took place in May 2026 from Joanna Conway who advised that the safeguarding culture is strong, the report was shared before the meeting. There is a new prescribed report from LA, SS to provide a copy (AP).

Attendance

Attendance is very strong even with a few absent pupils and it has been sustained over a period of time. Figures were provided in the Headteacher's Report.

GQ What is your baseline attendance (ABIA)? 0.02%.

GQ How are we supporting those pupils who have been absent? Communication with parents and carers as well as having a flexible approach to supporting families and children is in place.

GQ Are we using part time timetables where attendance is problematic? No we don't have any pupils on part time timetables. A persistently absent pupil's circumstances was described and it was explained that a nurturing relationship in place.

Governance

Following the recent recruitment process, Tom Pick has been appointed as Parent Governor from September 2026.

GQ Was there an election? No there was one applicant.

Outward facing work, Partnerships and Networking

	Paul Dicks visited on 16th June which provided an opportunity to celebrate the significant relational and cultural developments over recent year. The waste recycling at Leeming is collecting for OPAL, schools can send a list of what is needed and they will put it aside. This is a trial scheme. GQ Are there a number of schools who can draw on that? Yes a few local schools such as Leyburn. <u>CPD</u> SS did a webinar for MAST which is available on their YouTube channel. RMS is part of the Swaledale alliance CPD session called Choices, two staff led a session which received impressive feedback from Alliance colleagues.
9	SIP Update SS advised that the red items are around maths and spelling, these priorities will be carried forward for planning next year. GQ (to RC) What are your expectations, what would you like to bring into next year? RC -Once statutory assessments are known we will have information for the SIP. Aim to have key headlines laid out for the first FGB meeting.
10	Governor Monitoring KB advised that Governors need to review the Governor Action plan and review it for next year with objectives which link into the SIP. KB will propose some meeting dates (AP). JLi has a NGA document to reflect on effectiveness which can be shared (AP).

	Clerk to check if LA has a reflection sheet (AP).
11	Governance The Parent Governor election was referred to earlier in the meeting. Hannah Long was thanked for her service and Governors agreed she has been a fantastic SEND Governor
12	Governor Training Training dates for 26/27 were uploaded before the meeting, Governors to advise ZP of any training they wish to do (AP). MAST training will be shared via email. The Governor Network meeting took place last week and JLi advised that the geographic location of Start Hubs was shared. The first one will be in Scarborough, Catterick Garrison will be in wave 2. There will not be any in Richmondshire. GQ Will schools in Richmond will be able to benefit from the Catterick Garrison wave? No, it has been set up with that particular postcode due to the local challenges. KB will share the slides (AP).
13	Policies <u>Behaviour Policy</u> Changes to state that parents need to be informed on the same day in writing if physical intervention is used. <u>EDI Policy</u> Strong commitment to inclusion, covers all legislation. Strong SEND section with measurable objectives. Change to p4 from <i>equality</i> to <i>equity</i> , Governors approved subject to the change.

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KLB

	<u>Governor Allowances Policy</u> Change of mileage rate to 55p per mile <u>Governor Monitoring Policy</u> A few tweaks have been made in line with previous discussions. Monitoring dates will be added. Governors asked to read through and send any questions to KB. <u>Food Safety</u> Minor changes where documents are stored, colour coded charts. <u>Instrument of Government</u> Unchanged, lists details of the constitution of the board (12, currently full) Governors agreed that RMS is lucky to have such good support. Governors discussed whether a change is needed to include the Deputy Head as Associate Member or the staff member as an Associate Member. The Clerk confirmed that these roles are not recorded on the Instrument of Government or GIAS. The above policies were AGREED by Governors. RSE Policy is due in September (CPD taking place next week) GQ Has it been consulted on? Staff and parents have been consulted. (AP – Julie Swinbank to provide summary of consultation to share at next meeting)
14	External Reports <u>Safeguarding Visit</u> SS advised it was a good visit and all actions have been completed, a safeguarding training plan is to be implemented and new DDSL will be required from September.

	<u>Writing Visit</u> Some of the points will form targets in the SIP for next year. The report celebrates the strong position writing is currently in and provides further actions – for example - individual targets for pupils. Literacy tree doesn't fulfil all objectives and developmental needs for Early Years so leaders are considering Drawing Club instead which can be used with high quality texts from Literacy Tree. Staff in Early Years have completed Drawing Club CPD. At the end of KS2, 72% of pupils reached expected and 11% GD, moderated by Bedale. Joe Larder was thanked for his writing leadership which has had a positive impact to pupils Phonics score 31/40. 96% are at expected in Y1, only one pupil did not achieve this year and reasons were shared. Multiplication Table Check - last year 34% achieved full marks, this year 38%.
15	Financial Updates There were no updates to share.
16	Health and Safety/Premises This was discussed in the Headteacher's Report.
17	Confidential Item JLa, AW and RK left the meeting 7.42pm. The confidential minutes of 7th and 18th May will be emailed by the Clerk for approval.

KWJ

	Following the meeting the confidential minutes of 7 th and 18 th May were AGREED by Governors via email.
18	AOB There was no other business to be discussed.
19	What impact have we had on the learning experience of pupils • Celebrated success of pupils in the writing monitoring report. • SEND and inclusion were considered and discussed by Governors • Collaborated with staff to ensure RMS culture remains strong during a period of transition • Building trusting relationships with staff • RC noted that it was good that staff can share (during the Round Robin) and there is a culture of trust • Safeguarding policies ensure pupils are safeguarded • SIP has a positive impact on pupils in school and informs future planning
20	Suggested dates for next year 21st September (suggested move to 5th October 2026) 23rd November 2026 18th January 2027 8th March 2027 Possible online finance meeting 17th May 2027 5-6pm via TEAMS 24th May 2027 21st June 2027 Ther being no other business Governors were thanked for their attendance and the meeting ended at 7.55pm

KWJ

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