

**RICHARD TAYLOR CHURCH OF ENGLAND PRIMARY SCHOOL
MINUTES OF LGB MEETING**

Held on Tuesday 2nd June 2026 at 7pm, in school

Present:	
Andrew Symonds (AS)	Co-Headteacher
Jan Johnson (JJ)	Foundation Governor (Chair)
Philip Richardson (PR)	Foundation Governor
Niki Hutchinson (NH)	Foundation Governor
Lucy Shaw (LS)	Parent Governor
Robert Bath (RB)	Foundation Governor
Martin Whincup (MW)	Foundation Governor
Matthew Hunter (MH)	Foundation Governor
Cath Phelan (CP)	Staff Governor
Netty Young (NY)	Staff Governor
Lynsey Barraclough (LB)	Foundation Governor
In attendance:	
Emma Crisell (EC)	Co-Headteacher
Mark Colbourn (MC)	School Improvement Lead (YCST)
Leanne Eaton (LE)	Clerk

Governing Body Core Functions

Ensuring Clarity of Vision, Ethos and Strategic Direction.

Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff.

Overseeing the financial performance of the organisation and making sure its money is well spent.

Safeguarding challenge.

PROCEDURAL

Item		Action
1	Opening Prayers MH gave a welcome prayer. JJ acknowledged this was AS's last LGB before he retires at the end of the year. JJ welcomed Mark Colbourn (MC) and noted that MC would join us at future LGB meetings as the Trust representative.	
2	Apologies for Absence Hannah Ruddy – accepted.	
3	Declarations of Pecuniary Interest and Register of Hospitality None.	
4	Minutes of meeting held on Tuesday 24th February 2026 Approved – LE will put a copy in the 'signed minutes folder' on Governor Hub.	
4	Review of Action Plan <ul style="list-style-type: none"> To ensure that the school's long term curriculum structure and subject specific information has been refreshed on the school's website: Updated all subjects and 	

	<p>enrichment section on each subject page on the website. Ofsted will use the website as a starting point for the inspection.</p> <ul style="list-style-type: none"> • To complete and share with governors the school’s Self-Evaluation Document in preparation for the next Ofsted Inspection: the SEF has been updated, and this is on Governor Hub. • All governors to undertake a visit to school to focus on an area of the Ofsted framework to evidence school self-evaluation: there have been lots of governor visits and we are using these to reinforce pupil voice to support our Ofsted judgements. Governors have also been involved in the appointment of the new Headteacher (EC), the new Deputy HT and a new ECT. The governing body have been very engaged in all parts of school life. • Item 4: HR to complete Safeguarding & Governance training. Complete. • Keri Standen has delayed the SCR check but is happy with all the actions we have completed. <p>Governor question: Are there any gaps in monitoring? The SLT has been focussed on attendance, especially those with lower attendance. There is an opportunity for governors to speak with these children to talk about the support they receive to come into school and see the impact our support is having. We can look at the successes and see if we can replicate this elsewhere e.g. softer starts; different ways to approach the curriculum; roles and responsibilities in school; focused clubs etc. There are a lot of factors that affect a child’s attendance at school, it’s not always about them ‘being lazy.’</p> <p>Governor question: Would these children be open to speaking with governors, if they are already anxious about coming into school? These are the children that Ofsted will want to speak with so it would be good practice for them, and we would manage it in a way they are comfortable.</p> <p>Governor question: You have identified 6 or 7 children with low attendance – is their attendance now going in the right direction? Yes – AS checks regularly on ARBOR. We also have transition meetings with high schools and there is a system in place for those starting in reception.</p>	
6	<p>Correspondence None.</p>	
7	<p>Academy Update Gargrave joined the Trust on 1st June. One other school in the pipeline.</p> <p>Governor question: Will the new schools be at the Annual Trust conference? Yes, they will be invited. There are two events – a Governor event and a Trust training day.</p>	
SCHOOL IMPROVEMENT		
8	<p>Headteachers Report Report circulated prior to the meeting, and AS highlighted the following:</p> <p>SEND: We have 18.7% of children on the SEN register – this figure is high compared to the LA average (14%) and national average (14.2%). We have 4.8% of pupils with an EHCP and a significant number of these are at the highest banding. 4.3% of children are EAL which equates to 23 children who come from multilingual backgrounds.</p> <p>At the recent Headteachers network there was a discussion on the funding schools are getting from the Government following the recent White Paper on Inclusion. This was a useful</p>	

discussion – the Government wanted a collective response from attendees (Trust and Local Authority) as the Government have requested all schools work together to serve the local communities.

EC advised that the Early Help and Child in Need teams will be merging to create a 'Hub' of experts.

Two children remain on a part time timetable and remain a high focus.

Behaviour: We have moved to recording behaviour from CPOMS to ARBOR and all staff have been given the relevant training. Level 3 incidents are being recorded but not as many level 2's – we need staff to record everything, as well as level 1's.

Governor question: Do staff have the time to record everything?

Yes – they don't have to include a narrative; they just need to select a level. A level 3 does need a narrative. If everything is recorded, we can see if any patterns emerge.

Suspensions: 1 child for 4.5 days.

***See confidential minutes**

Appointments: EC has been appointed the new Headteacher from September. A new Deputy Headteacher (Fiona Mackay) will start in September, and a new ECT (Laura Whinfield) will cover Ribblesdale class for Miss. Lea's maternity leave. Both new appointments are coming into school for handovers.

Mrs. Brian is covering Mrs Rothera's maternity leave in Bishopdale Class.

One TA on long term sickness who will hopefully return in September.

Attendance: Persistent absences is down to 11.7% (from 13.6%). These children are closely monitored, and plans are in place to aide attendance.

Personal Development & Enrichment: We are judging ourselves to be 'meeting the standard' but we are on the cusp of being a 'strong standard'. However, we need to ensure we meet all the criteria.

Data: In EYFS we are predicting 76% will achieve GLD. MC advised that moving forward, GLD will be based on contextual measures so we will compare with schools who have a similar context to us. This is already done with attendance. This is difficult here as the postcode we fall in (HG1) has both pockets of deprivation and affluence.

Phonics should be above 80% this year; KS1 is making good progress. Overall, a positive picture with the data. We will be working with the English Hub for the next two years (fully funded). Teacher assessments are also telling us we should have a good set of result this year. Maths and reading are strong, writing has been weak, but this has improved. We need 3 years of strong data and be able to demonstrate that improvements are embedded and we continue to improve.

Governor question: Would the target be updated to account for future intakes e.g. increasing EAL?

MC advised that it should, and school should also be able to explain the context.

JJ advised that KS2 SATS went well, and the children were all very calm, and this was a testament to the class teachers.

	<p>Y4 Multiplication checks: we are doing these now – EC has worked hard with children on fluency.</p> <p>We will look at Y3 & Y5 data in the Curriculum Standards meeting. EC thinks staff are being cautious with some assessments with how they are lining up to standardised scores, but MC advised that if staff can demonstrate they know the children and justify why they are assessing as they are, this will be sufficient.</p> <p>EC advised she has been contacted by the KS3 lead St. Aidans who wants to come to school to see how we teach writing as children from Richard Taylor who go to St. Aidans always do well in writing.</p> <p>AS suggested aligning the HT report to link with the SEF/Ofsted framework to help streamline reporting.</p> <p><u>Safeguarding:</u> JJ visits school every Friday; report to the Trust submitted before half term; we are saying we do meet all safeguarding requirements.</p> <p><u>Website:</u> The Trust is moving to aligning all websites but as we have only recently had ours re-done. Our website will therefore be done towards the end of the roll-out. Feedback we have had from job applicants said the website showed off the school really well.</p>	
9	<p>Governor Visits and Monitoring Reports. Including Chair’s Report to the Trust Working parties have met and monitoring visits have been completed.</p> <p>Report from LS on EAL is on Governor Hub – LS reported that all EAL children seemed confident and were happy to talk with LS. They all said they felt happy and safe at school. A lot of the EAL children access extra-curricular clubs, they access all learning and have lots of friends.</p>	
10	<p>Governor preparation for Ofsted inspection. Understanding the role of Governors (Led by Mark Colbourn) A PowerPoint presentation had been circulated prior to the meeting and MC highlighted the following:</p> <ul style="list-style-type: none"> • Governors to use this as a reference point, along with the SEF on a page. • Trustees (MC & Jane Goodwin) will be involved with the inspection, as will governors. • Inspectors will likely ask governors if they know their responsibilities as an LGB – the Trustees have legal responsibilities, but the Trustees depend on the LGB. Monitoring sits with the LGB. <p><u>The Governance discussion:</u></p> <ul style="list-style-type: none"> • There will be a discussion about school rather than a ‘Q&A’ session. • This will take place on the second day for one hour. • The Lead Inspector will decide if they want to see governors and Trustees together or separately. • The discussion isn’t a memory test – the ‘SEF on a page’ is a useful document. • Inspectors want to see governors have a deep understanding of the school and know the strengths and areas to develop. • The inspectors will also want to know that governors know about systems and procedures. <p><u>Criteria for the Leadership & Governance judgment:</u></p> <ul style="list-style-type: none"> • The inspection will always start off with inspectors looking at the ‘expected standard’ – if any criteria is not met the judgement will be downgraded to ‘needs attention’, but if all the criteria are met, they will look at the ‘strong standard’ judgement. • The key word is ‘consistency’ in the ‘strong standard’ judgement. 	

Pitfalls to avoid:

- The discussion is about dialogue and being able to provide evidence and show it has been gathered in a systematic way.
- It is not about using your own children (if you have them at school) as an example.

Governor question: As a governor I have had 4 children come through the school and seen many changes, can I reference this?

You need to be able to talk about the systems, but you can use the changes you have experienced as a parent as an example.

Sample questions:

- AS advised he doesn't think there are any that governors cannot answer.

Governor question: Are we OK to revert to a governor who might have more knowledge on a particular area e.g. LS has just monitored EAL, so is potentially stronger in this area?

Yes, as this shows good governance and evidence will come from multiple sources. They will expect all governors to have broad overview of the whole school, but will acknowledge that there are governors who specialise in certain areas e.g. Safeguarding, SEN etc.

Governor question: Can we say we have had legitimate feedback from external candidates?

Yes, but this will need to be corroborated with other evidence.

We will have a fairly good idea at the end of day 1 of how the inspection is going and the inspectors will provide feedback at the end of day one.

Governor question: Will the inspectors expect to see a range of governors who are experienced/not experienced in Ofsted inspections?

As long as there is a minimum of two governors, it doesn't matter how experienced with Ofsted a governor is. The framework has changed since the last inspection – anyone who was present at the last inspection will have the sense of how an inspection feels, but the discussion will feel very different.

Governor question: Are schools SEFs generally matching with the outcome?

Largely – what Ofsted are looking for is have we judged the school accurately. If we self-evaluate too high, they could say we are over-optimistic and not governing correctly, but this could also work the other way if we are too pessimistic. The inspector will ask for our evaluations in the initial phone call.

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Message of thanks to Governors from Mr. Symonds

AS read out the following letter of thanks to Governors prior to his retirement at the end of the school year.

On the occasion of my last full-governing body meeting, I would just like to record my thanks to everyone for the trust that they have put in me over 20 years to lead this wonderful school.

Jane Turner, a friend and former HT of Pannal advised me to write down what you want to say, and as someone who never has anything to say I thought it would be a good idea.

Every Headteacher should be able to say what a special place that their school is, but I can, with honesty and gratitude for what it has given me, say that this school is a unique and magical place to work and grow.

	<p><i>The governors are unpaid volunteers, whose work is often unseen and not fully understood by many. Experience has taught me that if you find a school that is flourishing you will find a set of dedicated and committed governors who are giving their time to help the school to grow. Never underestimate the importance of your role. You know our school and your determination to see it continue to grow shines brightly and clearly to the huge benefit of the school.</i></p> <p><i>Hold the school's vision for every child and adult in your hearts and make every decision with the words of our vision in your minds.</i></p> <p><i>I now need to thank Jan as chair. There really are no words to say how she has supported me during our time together. Headship is a lonely place at times and Jan has always helped and guided me. During my toughest times her faith in me has been one of the few things that kept me afloat and when counting my many blessings Jan will always be at the top of my list. Thank you, Jan.</i></p> <p><i>To my successor, if I could use a motoring analogy, the governors have done a great deal and managed to upgrade from a banger with too many miles on the clock to a 21st century design classic who will make RTS the envy of every school in Harrogate.</i></p> <p><i>In 36 years, I have learnt one thing more than any other, that is there is no-one like Mrs. Crisell, She is the most gifted teacher and leader as well as being one of the planets good guys. When you list her talents, it is hard not to feel that God got distracted and kept handing out the skills to one person when the conveyor belt got stuck.</i></p> <p><i>Please look after her, you have a truly outstanding leader in Emma, but she needs your support.</i></p> <p><i>Finally, thank you again for the opportunity to lead this wonderful school. 20 years in the blink of an eye. Please don't forget me, I will never forget school and what it has given me. But never let your memory of me prevent you from supporting the changes and growth Emma and Fiona will bring to RTS.</i></p> <p><i>I'm quite jealous of not being able to sit in the corner and watch the brilliant job that they will do together from September.</i></p> <p><i>Thank you</i> <i>Andrew</i></p> <p>Governors passed AS a leaving card and passed on their thanks to AS and wished him well in his retirement.</p>	
12	<p>Any Other Business</p> <ul style="list-style-type: none"> • Sports Premium: there will only be one more term of Sports Premium funding (Autumn). It is unclear what will happen in the Spring term. 	
13	<p>Date of next meeting</p> <p>TBC – LE will send suggested dates once the Trust have released their schedule of meetings.</p>	LE
14	<p>Statement of Impact and action plan</p>	

	<ul style="list-style-type: none"> • The governing body have a clear understanding of the information which an Ofsted inspection would expect them to have a clear understanding. • The governors have a clear picture of where the school currently self-assesses itself and the areas of greatest priority to be addressed. • They are clear about their position within the YCST scheme of delegation and how they can build a picture of standards in school during their visits. • On the occasion of his final full LGB meeting Mr Symonds thanked the governors for their dedicated support and leadership over his tenure as Headteacher. 	
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Meeting closed at 8.50pm.

ACTION TABLE		
Item	Action	Who?
1	Governors to undertake pupil voice survey with children identified as lower attending pupils to look at barriers to attendance and pupil view of school and themselves as learners	LS
2	Mr Symonds and Mrs Crisell to review and update pupil premium report to gain insight into impact of spending and actions on outcomes for children	AS/EC
3	SLT to prepare impact report on proposed changes to Sports Premium Funding and how it will affect RTS	EC/CFR
4	To prepare summary report of changes to SEND provision outlined in white paper and what it means for RTS	EC & ESt
5	To prepare updated staffing structure for September 2026	EC
6	Draft LGB dates for 2026/27.	LE