



Upper Nidderdale Primary Federation

Glasshouses Community Primary School  
 St Cuthbert's CE Primary School  
 Fountains Earth CE Primary School

Minutes of the Meeting of the Governing Board

Monday 4 April 2022 – 5pm – via zoom

**Governing Body Core Functions**

Ensure the vision, ethos and strategic direction of the school is clearly defined

Ensure the Headteacher performs her responsibilities for the educational performance of the school

Ensure the sound, proper and effective use of the school's financial resources

**Present:** A Broadley, L Franklin(late), G Lewis, R Light, H Nelson, C Skaife, J Smail, N Thompson (late) & N Thornber

**In Attendance:** A Lumley (Clerk), N Wilkinson (DHT)

**Meeting opened at: 5.00pm via ZOOM**

Number	Item	Action
1	<p><b>Welcome, Introductions and Opening Remarks</b></p> <p>Core Functions:</p> <ul style="list-style-type: none"> <li>• Setting strategic direction.</li> <li>• Holding Headteacher to account for educational performance.</li> <li>• Ensuring financial health, probity, and value for money.</li> </ul> <p><b>CofG:</b> Reminder to governors of the core functions. The Chair thanked those for attending.</p> <p>See Confidential Minutes for further information.</p>	
2	<p><b>Apologies for absence</b></p> <p>D Hall – work commitments</p> <p>H Smiith – family commitments (cannot attend Mondays)</p> <p>A Strzeszewski – family commitments (cannot attend Mondays)</p>	
3	<p><b>Reminder about the essential need for confidentiality and declaration of interests:</b> Pecuniary or non-pecuniary and at appropriate times.</p> <p><b>GofG:</b> Reminded governors of the need for confidentiality.</p>	

<p><b>LF entered the meeting.</b></p>	<p>No BI declared for this meeting.</p>	
<p><b>4</b></p>	<p><b>To identify any confidential items to be excluded from the publicly available minutes.</b>  Parts of 7  Parts of 9 plus reports  12 – monitoring reports  13 – Start Budget information  14 – Ofsted – confidential until the report is out  16 – Fountains Earth</p>	
<p><b>5</b></p>	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b>  UNPF FGB 14/02/2022  UNPF FGB EXTRA CONFIDENTIAL MEETING 07/03/2022</p> <p>All minutes were agreed and approved by all governors in attendance.  <b>Action:</b> CofG to sign asap at the STC office.</p>	<p><b>CofG</b></p>
<p><b>6</b></p>	<p><b>Matters Arising from those minutes</b>  CofG asked if anyone had any matters arising from those minutes. There were none.</p>	
<p><b>Standing Items</b></p>		
<p><b>7</b></p>	<p><b>Health and Wellbeing</b>  <u>Headteacher</u>  CofG asked after the HT H&amp;W?  HT answered that she is doing ok.</p> <p>The NY Risk Assessment is now more around how we live with Covid.</p> <p>See confidential minutes for staff absence information.</p> <p>Because we are a small team it has been difficult to cover, and it has been a struggle. We have kept all our schools open, but obviously it does impact on staff H&amp;W.</p> <p><u>Staff</u>  The HT informed the FGB that she checks on staff H&amp;W at every SLT and staff meeting. They are reminded that the federation buys in to the Health Assured Scheme that all staff have access to. It is confidential so we do not know if anyone uses/has used the service.</p>	
<p><b>8</b></p>	<p><b>Safeguarding Governor Updates</b>  <b>CS:</b> The SCR's are up to date for February and March. GH has been done in person but due to injury the FE and STC visit was a telephone discussion. There are new staff members starting after Easter, these records will be checked at the next 1<sup>st</sup> month. We are also waiting for the</p>	

<p><b>NeilT entered the meeting</b></p>	<p>final HR review documents. The SCR also forms part of the Ofsted safeguarding checks.</p> <p><u>Attendance Figures</u> Ofsted commented positively on the 1<sup>st</sup> month systems that we have across our schools. It did save a lot of time once the Ofsted call came as all the information was up to date and to hand.</p> <p><b>NW:</b> Looked at attendance for the academic year, with covid and lockdown taken out.</p> <p>Last year GH was 97.42% and now it is 96.53% (there is still one term remaining) Persistent absence average last year was 2.17% now 5.54% – national average is 12%</p> <p>FE last year was 96.81% now it is 95.69% Persistent absence average last year 6.67% now 9.09%</p> <p>STC last year was 94.78% and now it is 95.43% Persistent absence was 15.56% last year and now is 4.17%</p> <p>All 3 schools are below the national average.</p> <p><b>CofG:</b> Does that include reoccurring – re: specific illnesses? <b>NW:</b> We speak to parents about these absences separately and yes, they are included in the figures. We do talk to parents about the 90% letter, and we find in general attendance does improve.</p> <p><b>CofG:</b> You have good mechanisms that improve attendance. <b>NW:</b> Yes, we do.</p> <p><b>HT:</b> There are roust policy and procedures in place. The policy and procedures are in place to identify absence. This is an area that Ofsted do look at and it is important that we can show what we are doing.</p> <p><u>Behaviour &amp; Exclusion Updates</u> NW reported that there has been a big drop in negative behaviour, bullying and sexual harassment. It is the lowest since November and now that we can start comparing with last year it is at an all time low.</p> <p><b>Gov comment: CS:</b> Recently completed a staff survey the difference that that staff member had seen in behaviour was excellent. Impression of coming to a small rural school was not what they were faced with, it was more like an inner-city school when it came to behaviour issues. They have been part of implementing the change and it has massively improved. Felt it was consistent, and the consistency of the teachers managing the behaviour across the school has really helped to start and embed. Another member of staff had said that it was the best she had seen the school in terms of how to manage behaviour. This consistency is also across the federation and is helping to embed this consistency at STC.</p> <p><b>HN:</b> The children are also noticing the difference with bullying and CHAMPS values when I spoke to the children.</p>	
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	<p><b>CS:</b> Yes, this was also mentioned when I spoke to the staff and the CHAMPS values are playing a massive part in this.</p> <p><u>Cohort Updates</u>  <b>Action:</b> The cohorts will be sent out again to governors</p> <p><u>Referrals to DSL (CP cases, links with outside agencies)</u>  STC – 4 open cases  GH – 0  FE – 0  Safeguarding – mobility in and out  GH – none but poss one year 5  STC – one year 5</p> <p>A decision is in the process of being made as to which school will be best.</p> <p>STC – Yr 3 child moving in June and a Year 3 child as moved back to STC.</p> <p>FE – one child starting in year 5.</p> <p>It is good PR to have children returning.</p>	HT/AL
9	<p><b>Verbal Update and presentation from Headteacher to Governors – School on a page to include ROVS from SEA</b>  The ROVS and SOAPS have been sent to governors.</p> <p>The school on a page has also been sent. It will give you the 3 school development points and progress. NT explained the school on a page is a live document, so it continually changes, but it gives you where we are heading at that point in time.</p> <p>See confidential minutes for further information.</p> <p><u>Federation Friday</u>  This is allowing all children in the Federation to access excellent teaching and to come together in a wider social group. Leadership team have spent months looking at this, researching and working out the logistics. A letter will be going out to parents.</p> <p>The first Friday after Easter we will start with the FF at STC as it is the biggest school building to accommodate the extra children. Pupils will be given access to expertise in teaching areas otherwise unavailable. All the staff will be together to plan, meet and have PPA together. This will allow for effective CPD, QA and subject leadership. This means that both children and staff are all gaining from Federation Friday.</p> <p>A lot of time has also been spent on the Federation Website and vision is currently being completed and should be ready soon.  <b>Action:</b> Will send the draft Vision to governors.</p> <p><b>CofG:</b> It will be interesting to see how the FF is accepted across the federation.</p>	HT

	<p><b>HT:</b> We did a transition day last year for the Y6's at GH cricket field and the children really enjoyed it. A FE child said that they wished that they could do it more often and see the other children. That is how we want the children to feel.</p>	
10	<p><b>Polices and Documents</b>  Staff Code of Conduct – updated  Prevent  Managing Menopause procedures  Sexualised Behaviour – updated appendix KCSIE part 5</p> <p>All polices sent to governors. All governors present agreed and approved.  <b>Action:</b> CofG to sign at the STC office</p> <p><b>Emailed from HT</b>  Cohort profiles  FE/STC SEF &amp; SDP – 2 separate documents  FE/STC SEF summary – 2 separate documents</p> <p><b>HT:</b> Previously the FE/STC SEF was a joint document but now they are separate. There will be 3 separate SEFS and SDP.</p> <p><b>CofG:</b> It shows you the intent and what is being done about it and progress.</p> <p>SOAPS is a narrowed version of SEFs and SDPs it is giving the back story.</p> <p><b>CofG:</b> Does anyone have any questions about any of those things?</p> <p><b>HT:</b> If anyone does have any questions or doesn't understand anything they can call to discuss with me.</p> <p><b>CofG:</b> It might help us to understand if there was more information for example why it might be higher or lower or why a figure is good etc.  <b>HT:</b> Yes, we can try and put some of that on, but some may be specific children with specific needs and those needs might be why those children haven't made that attainment. When governors meet with leads, regarding SOAP then they can get that finer detail and put that on the monitoring reports of visits.  <b>Action:</b> Governors to include this on monitoring visits.</p>	<p><b>CofG</b></p> <p><b>FGB</b></p>
<b>Finance</b>		
11	<p><b>SFVS</b>  All governors have received the SFVS for GH &amp; STC/FE – next year it will be one for UNPF.  <b>CofG:</b> This is a document that Quality Assures for the governors that the financial procedures are as it says on the SFVS.</p> <p>CofG has met with AL to discuss and go through the SFVS. CofG is happy that the SFVS are accurate, and that the information is correct.</p>	

	<p><b>CofG:</b> Does anyone have any questions? I do understand the document as I have gone through the SFVS with AL and am confident that the financial procedures are in place.</p> <p>A show of hands was undertaken to show approval of the SFVS. All governors present agreed to approve the SFVS.</p> <p>Due to re-arranging this meeting the return to NY is a week late. FGB present approve the SFVS.</p> <p><b>Action:</b> CofG to sign the documents at the STC office</p> <p><b>Action:</b> Submit returns to NY.</p>	<p><b>CofG</b> <b>AL</b></p>
<p><b>12</b></p>	<p><b>February Monitoring Reports</b></p> <p>All governors have been sent the February Monitoring Reports for GH &amp; STC/FE.</p> <p>AL explained that the c/f is the best estimate at this stage for the final outturn c/f. The final outturn is usually around the middle of May.</p>	
<p><b>13</b></p>	<p><b>Start Budget - in progress</b></p> <p>The SB is in progress and is taking a little longer than normal due to joining the 2 budgets together. HT &amp; AL have met to the look at the budget in line with the SDP.</p> <p><b>CofG:</b> Just to reassure governors that a lot of monitoring is done regularly.</p> <p>Budgets are 3 years – current year plus two forecast years. If the 3<sup>rd</sup> year is in deficit, then governors need to keep that in mind, but many things can happen in 3 years. It becomes more urgent if the 2<sup>nd</sup> year is in deficit, but there is time to action. If the current year is in deficit, then urgent action would be required.</p> <p><b>HT:</b> Things can be put in to place now which would claw back expense within the 2<sup>nd</sup> year. Lots of things can happen between now and the 3<sup>rd</sup> year. As the federation grows and we attract more pupils this will have an impact.</p> <p>The government white paper that has recently come out could have an impact. We buy in to most NY traded services which have been procured for best value deals.</p> <p><b>GL:</b> The further ahead we look the more uncertainty there is in these projections.</p> <p><b>AL:</b> We will be getting sparsity funding at STC and GH now which we haven't had in the past due to the distance being change to via road and not as the crow flies. Extra lump sum this year, and some extra funding to cover the increase in NI. However, there is also extra expenditure in utilities, cost of living knock on effect and inflation linked staff salary increases.</p> <p>See confidential minutes for further information.</p>	
<p><b>School Improvement</b></p>		

14	<b>Ofsted</b> See confidential minutes for further information.	
15	<b>Governors Monitoring Visits to School - Spring Term</b> <b>CofG Q:</b> Has anyone got anything to feed back?  <b>HN:</b> Visit to STC last week with the focus on PP and SEN, to test the effectiveness of policy on these pupils. The visit was good, you could tell the difference at GH as it is embedded there. Safeguarding in pupil vocabulary is not fully embedded at STC. At GH the pupils know the names whereas at STC they said 'a teacher'. They were very positive about CHAMPS and very interested and motivated. <b>HN:</b> I will visit again in the summer term and autumn term to check progress.  <b>RL:</b> Will visit Yr 5/6 at STC – helping learning attitudes using links with sports. We are arranging for past pupils to come and talk to the children.  <b>CS:</b> Monitoring previously discussed under safeguarding.	
16	<b>Fountains Earth</b> See confidential minutes for further information.	
17	<b>What impact have we had today on the achievement of pupils in our school?</b> Visits and governor monitoring, speaking to staff and pupils gives a deeper understanding. As governors we are doing great job going into school and discovering the information.  <b>What impact have we had today on our Christian Ethos/Vision/Rights Respecting?</b> Governors were reminded that all governors can and need to contribute to this. See confidential minutes for further information.	
18	<b>Close of Meeting</b> <b>Thank you to everyone for attending.</b>	
<b>Meeting closed at: 6.30pm</b>		
<b>Summary of Actions</b>		
5	CofG to sign asap at the STC office.	<b>CofG</b>
8	The cohorts will be sent out again to governors	<b>HT/AL</b>
9	Send the draft Vision to governors.	<b>HT</b>
10	CofG to sign documents at the STC office	<b>CofG</b>
11	CofG to sign the documents at the STC office Submit returns to NY.	<b>CofG AL</b>