



Upper Nidderdale Primary Federation

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

Minutes of the Meeting of the Governing Board

Monday 14 February 2022 – 5pm – via zoom

<p><u>Governing Body Core Functions</u></p> <p>Ensure the vision, ethos and strategic direction of the school is clearly defined</p> <p>Ensure the Headteacher performs her responsibilities for the educational performance of the school</p> <p>Ensure the sound, proper and effective use of the school's financial resources</p>		
<p>Present: A Broadley, L Franklin, D Hall, G Lewis, R Light, H Nelson, C Skaife, J Smail H Smith, N Thompson & N Thornber</p> <p>In Attendance: A Lumley (Clerk), N Wilkinson (DHT)</p>		
<p>Meeting opened at: 5.00pm via ZOOM</p>		
Number	Item	Action
1	<p>Welcome, Introductions and Opening Remarks</p> <p>Core Functions:</p> <ul style="list-style-type: none"> • Setting strategic direction. • Holding Headteacher to account for educational performance. • Ensuring financial health, probity, and value for money. <p>CofG: Reminder to governors of the core functions. Governors recently met to go through the Code of Conduct, the Chair thanked those for attending and she has sent the report from that meeting out to FGB.</p>	
2	<p>Apologies for absence</p> <p>A Strzeszewski – The only night he cannot attend meetings is a Monday evening.</p> <p>CofG: We will discuss times and dates at the end of this meeting.</p> <p>N Thompson will be late due to running a club in school.</p> <p>LF entered the meeting at 5.04pm.</p>	

3	<p>Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times. GofG: Reminded governors of the need for confidentiality. Clerk: All BI forms have now been completed – thank you.</p> <p>No BI declared for this meeting.</p>	
4	<p>To identify any confidential items to be excluded from the publicly available minutes.</p> <p>It was agreed by the CofG and HT that agenda item 12 was the only item with confidential information.</p> <p>AL (FBM) has staff absence information for agenda item 8 that will form part of the confidential minutes.</p>	
5	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: GH – 08/12/21 STC.FE – 13/12/21 UNPF – 17/01/22</p> <p>All minutes were agreed and approved by all governors in attendance. Action: CofG to sign asap at the STC office.</p>	CofG
6	<p>Matters Arising from those minutes CofG asked if anyone had any matters arising from those minutes. There were none.</p>	
7	<p>Statutory Committees – agree membership Membership was agreed as below:</p> <p>Complaints – HS/RL/GL Complaints Appeals – JS/HN/CS Pupil Discipline – LF/CS/RL Staff Dismissal – JS/GL/HN Staff Dismissal Appeals – LF/HS/RL</p> <p>N Thompson entered the meeting: 5:17pm</p>	
Standing Items		
8	<p>Health and Wellbeing <u>Headteacher</u> CofG asked after the HT H&W? HT comment: Whilst it has been a long half term with covid and staff absence, and an imminent Ofsted, which has added additional pressures for school, all is prepared.</p>	

	<p><u>Staff</u></p> <p>HT comment: Due to the impending Ofsted GH, there is added pressure on the GH staff. The staff are positive and are ready to show them what we do.</p> <p>H&W is always on the agenda at staff and SLT meetings to ensure staff are aware that their H&W matters, and we care. We buy in to the H&W charter through NY, all staff have access to this, and it is confidential. Staff are given well-being days off for birthdays and pre-Christmas. Staff were not able to have the time before Christmas therefore it has been offered for after. Some staff have taken these days:</p> <p>GH: 3 STC: 5 FE: none as yet.</p> <p>There is a supervision policy in place for those staff involved with safeguarding concerns or if they need help with anything. A follow up action plan is put in place to keep the staff member informed of progress and any follow up actions.</p> <p>We have a culture of H&W – teaching and working in school can be intense, we are all supportive of each other both in each school and across the Federation.</p> <p>CofG comment: You can feel and see this when visiting the schools, you know immediately that there is a culture of safety, care, and support.</p> <p>HT comment: This is felt across the federation helping each other out.</p> <p>Gov Q: Do you have someone has HT, that you can go to for support, is there a mechanism in place?</p> <p>HT: Yes. I would also discuss concerns if it impacted on school with the CofG if required.</p> <p>We currently have one long term absence and dealing with the other covid related absences which impacts on the workload of all other staff.</p> <p>See confidential minutes for absence information.</p> <p>CofG comment: You have done tremendously well, when I was visiting GH there was a member of staff from STC helping and you have done amazing to stay open.</p> <p>Gov comment: As a parent I have been impressed that the schools have all managed to remain open and that staff have dealt with it showing a united front to parents.</p> <p>Gov comment: Does this come from school budget?</p> <p>HT: Yes, mainly. We buy in to the staff absence scheme at day 16 so we try to cover in house as much as possible to ensure consistency for children. We are using supply agencies to cover the long-term absences and we do receive some refunds to cover most of this cost but not all. Supply agencies appear to be increasing the daily rates at present.</p>	
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<p>9</p>	<p>Safeguarding Governor Updates – to include</p> <p>CS – as Safeguarding governor has been to all 3 schools to complete the 1st month SCR checks. She mentioned the gate was locked at FE on arrival, so it was good to see safeguarding in working practice.</p> <p>All 3 schools have recently had a further HR/SCR review and there are no issues with the SCR.</p> <p>HT: From the review are the SCR's now up to date with new information that were waiting for?</p> <p>FBM: The reports have not yet been sent but the schools have received an email with the few points made. It was a successful review and the person doing the review made a comment to say that the HR files and SCR were in exceptional order and that they are Ofsted ready. We were waiting for 2 Governor DBS confirmations at the time of the review, and they have now been received. The review stated the HR files are in perfect order.</p> <p>Action: CS will complete monitoring reports and email to AL.</p> <p>CofG comment: All governors attended the Safeguarding training and have sent their certificates to AL. This is an excellent start.</p> <p>CofG: Asked HT if she has anything further on Ofsted?</p> <p>HT: A power point will be sent out to governors – key points from training that I attended last week. Questions that may be asked of governors.</p> <p>Action: HT to send Ofsted Power Point to Governors.</p> <p><u>Behaviour incidents</u></p> <p>NW shared with governors what the school would report to Ofsted. Behaviour and Attendance referrals are completed as part of the 1st of the month checks.</p> <p>You need to show Ofsted how you would log any bullying incidents, such as racist comments/behaviour, sexual harassment/comment, disability bullying, cyber bullying, gender/trans gender bullying etc. We can show this through CPOMS and there are tabs in the system with these headings, including external and internal exclusions. We have incident logs and we do not shy away from logging as required. NW would be alerted on CPOMS, and she would deal with the issue immediately and then include in the monthly analysis.</p> <p>On CPOMS low level disturbances are also logged which can show patterns, fallouts at play time and things that were said.</p> <p>More serious incidents are also included. These are all logged as negative behaviour.</p> <p>From Sept 21 – Dec 21 FE- 2 (we think but due to supply staffing this may not be accurate) GH – 25 STC – 68</p>	<p>CS</p> <p>HT</p>
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The STC figure was checked against previous numbers for April – July which was 115 so it has reduced. We do have EHCP children at STC and these are behaviour related plans. Some children who might normally have had incidents logged had nothing logged in Autumn term which is encouraging. If anything is flagged as low level then we look at what that child might need and check impact, and the story behind.

CofG Q: Do we have figures for this half term?

NW: January figures have been done as part of 1st Month and we will report on the half term at the next meeting.

CofG Q: Have the CHAMPS values that have been embedded at GH helped this?

NW: CHAMPS has helped the children to understand.

Gov Q: Are you implying that there may be more at FE?

NW: Not necessarily but due to supply staffing/staff absence there may be incidents that have not been logged. We need to check if it is the true picture.

Gov comment: Historically at STC it has been one cohort that has caused the high figures – is this still the case?

NW: No, it is not necessarily the same children, there is no pattern of it being the same children or individuals continuing.

Gov comment: It is really encouraging that CHAMPS is working so well.

Attendance figures

NW: We look at attendance in detail as it is a safeguarding trigger. We have considered covid absences and we are sensitive. Absence is monitored and analysed. If a child's absence is below 90% the attendance management policy is followed, and contact made. If absence is due to covid then they would not receive the letter to remind them of the importance of good attendance.

The national average is for persistent absenteeism is 12%. The national aim for attendance is 97% - we are aspirational and aim for 98%.

Figures for Sept – Dec 21

STC 92.61

FE 93.66

GH 95.54

Some of these figures do include covid but not all.

Persistent absenteeism Sept – Dec 21

STC 29.87

FE 27.27

GH 14.29

CofG Q: Does the correlation between CHAMPS being embedded at GH help these figures?

NW: At GH we have done a lot of work around 'Attendance Matters' It has been difficult at STC/FE as come with this message during covid. It is important to stress that attendance is a safeguarding concern always. Anything you see reported around safeguarding, attendance at school has always been an issue.

	<p>Gov comment: It is important that we use these figures going forward rather go over the past couple of years when data has been out due to lockdowns.</p> <p>NW: We need to balance the sensitivity around covid and actual instances where a child has missed lots of learning which has had nothing to do with covid or lockdowns.</p> <p>HT: It is a culture and changing safeguarding culture which attendance is part of. The school staff have worked hard to improve this since April.</p> <p>CofG comment: Now that governors have the data it is a matter of keeping an eye on this issue and QA going forward.</p> <p>NW: The highest group of persistent absence is from SEN/PP and vulnerable groups. This always needs to be addressed which is another reason why we always need to keep pushing.</p> <p>Gov Q: Are the reasons behind absence mainly due to issues out of school and how can we deal with this?</p> <p>NW: Agencies are involved, Early Help, NY Children Missing in Education and issues chased up.</p> <p>Gov Q: Are our polices robust enough if this is something that is continuing to happen over the past couple years?</p> <p>NW: Yes, the trail of what we do now since April is robust, and the policy is robust. We put support in place, it improves and if it dips again then we put support back in place quickly.</p> <p>Gov comment: There is a wide range within the percentages, within the persistent absence across schools, is the SEN/PP cohort a constant or does that also drop?</p> <p>NW: Sometimes figures include the same children, we do look for patterns, using Scholar Pack (MIS system) to filter down. The vulnerable groups are higher but not always the same children. We do make an impact quickly once the issues are being dealt with.</p> <p>CofG Q: How can we as governors help and support more with the initiatives you have? Other than monitoring the data through meetings and QA</p> <p>NW: It helps that you complete the 1st of the month checks and QA.</p> <p><u>Exclusions</u> None.</p> <p><u>Cohort Updates</u> The Cohort tracker was explained, it includes SEN, PP, M/F summer born etc. It is done for all schools as the 1st month checks.</p> <p>Action: Clerk to email to FGB when received from admin staff.</p> <p>CofG: Does that also compare the national averages?</p> <p>HT: Yes, it does.</p> <p>Referrals to DSL (CP cases, links with outside agencies)</p> <p>NW: We have had referrals to Social Services and Early Help.</p>	<p>Clerk</p>
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	<p>Last term 2 @ STC Early Help 2 @ GH Early Help</p> <p>1 @ GH Social Services closed and one open. 1 @ STC was closed</p> <p>These are continued to be monitored and logged on CPOMS, although cases may be closed, we do still keep an eye on these vulnerable cases.</p> <p><u>Polices</u> HT: All governors received the safeguarding policies included KCSIE. All governors have received this and all have signed off, a copy of this in each school.</p> <p>CofG: Are there any more questions from agenda item 9.</p> <p>Gov Q: Are policies on the websites? HT: Yes. The website is up to date and compliant.</p> <p>JS will meet with CC & AS Base Leaders. Part of the 1st month checks are based on website checks and statutory items that should be on the website. CC & AS complete this check. Action: JS to arrange a website meeting with CC & AS (BL's).</p> <p>HT comment: The HT informed the governors that she is currently working with SICT to create one new federation website. The SEA has completed a webiste review check for both schools and she has reported that both are now compliant.</p>	JS
10	<p>Polices and Documents Governors Handbook Code of Practice Monitoring Visits info Induction Policy Visits Policy</p> <p>Emailed from HT GH SEF & SDP GH SEF summary Ofsted meets the gov's prep Governor Roles</p> <p>All governors have received the above policies and documents. Also note from CofG from the coffee and chat has been circulated Gov Q: Will our Induction meeting take place next half term. HT: SEF & SDP for GH has been sent to governors this half term and next half term you will receive for STC and FE.</p> <p>Action: An electronic folder will be sent to governors after half term with induction documentation.</p> <p>Once this has been received you will be able to tick off most from the Induction policy. The current priority is familiarising with the GH SDP &</p>	HT

	SEF and meeting with subject leads, due to the imminent possibility of an Ofsted inspection.	
School Improvement		
11	<p>Governors Monitoring Visits to School – Spring Term</p> <p>This is specific from the QA calendar which is linked the school's spring term calendar. –Safeguarding (SCR), H&S, Curriculum, Vulnerable pupils</p> <p>Plus feedback from monitoring taken place</p> <p>QA calendar has been sent to governors. Governors will meet with the link staff/leaders from their area. In the spring term they should meet to QA what they have done then in the summer term check the impact. Governors have completed their meetings for their areas over the last 2 weeks for the Quality Assurance and have sent their monitoring to the HT.</p> <p>HN: Has met with NW & NT to look at 'subject on a page' progress document at GH. It highlights GH areas of strength, areas for development and impact. High needs attendance and SEND was a target and the school are aware of what stage they are at. Checking these student's learning gaps in knowledge.</p> <p>Students spoke about the working wall and how they find this helpful. Teachers will be tracking the impact of this. Pupil Progress areas for development for developing Reading, Writing and Maths interventions were discussed. Writing is needed across the whole school, and this is being improved through interventions and Little Wandle. Pupil Progress meetings will be held throughout February with teachers. There has been a new Teaching and Learning Policy implemented with a whole school approach.</p> <p>Focus groups were with PP/SEND children. They were not prompted, and they answered questions regarding safeguarding, interventions, how they are helped. Children talked easily about strategies that have been put in place such as Worry Monster.</p> <p>They understood the safeguarding procedure and why everything was in place, and this is a very embedded culture at GH. They talked about CHAMPS and safety, and they knew why attendance was important. HN was impressed how the teachers had a firm grip on these issues.</p> <p>Action: HN will type up her monitoring visiting asap and email to HT.</p> <p>HT: This also happens at STC and GH and the monitoring checks will be completed after half term.</p> <p>HN: It is good to get the triangulation of checking with the children which confirms what the HT is saying.</p>	HN

	<p>Mental Health did not appear to be an issue with the pupils.</p> <p>CofG: Is it worth checking the middle ability children?</p> <p>HT: The vulnerable children are not necessary the low attaining children, so they are included in the groups.</p> <p>JS: (English) reported that she was impressed with subject on a page, and it was helpful and easy to understand. This covered writing which is a priority on the SDP and the whole school intent. Data was based on assessments completed in December. Areas for development have been identified and looked at improving spelling. The Little Wandle training for staff has been completed.</p> <p>The 'Keep up not Catch Up' is good and does not put pressure on the children.</p> <p>There is a planned Deep Dive in March on Reading, Phonics and Little Wandle phonics is going ahead.</p> <p>PIRA are being used for the standardised assessments.</p> <p>RL (PE) Met with CC at GH to look forward to when we can return to normal and hold sporting events with other schools again. CC is speaking with Upper Wharfedale Federation. The PE curriculum was also discussed.</p> <p>HT: More visits are booked for this week, LF has held a Governor network meeting.</p> <p>Action: Add School Improvement governor monitoring to agenda at next meeting</p>	LF/Clerk
12	<p>Fountains Earth monitoring feedback report See confidential minutes for information.</p>	
13	<p>What impact have we had today on the achievement of pupils in our school? What impact have we had today on our Christian Ethos/Vision/Rights Respecting?</p> <p>CS: We are ensuring that children are taught in a secure safe environment.</p> <p>HN: We are sharing good practice across the federation. Strategies we are using has impacted across all schools, sharing the leadership and good practice across the schools is impacting and improving the education of the children.</p> <p>LF: Safeguarding - Helen's report re SEND/PP focus groups clearly shows 'Learning and Growing Together', inclusion of all pupils and impact of curriculum across all groups</p>	

	<p>Discussion re. staff H&WB, including checking processes are in place for both the HT and staff, clearly demonstrates the value we place on the wellbeing of all staff across all schools</p> <p>Stewardship of finance - this is a demonstrable way of showing our Christian ethos as we question impact of staff absences on budget and strive to steward finances well</p> <p>Achievement impact - behaviour and attendance reports - tangible evidence of CHAMPS working in our schools and robust procedures for dealing with persistent absence have a direct impact on achievement - pupils cannot achieve if they are not in school. This also links to HT efforts to keep schools open in the face of staff covid absences - for safeguarding and achievement of our pupils.</p> <p>NW: PP/SEN/Vulnerable children have had high focus throughout the meeting – the Christian Ethos is so that all children can flourish, and all have a right to an education (Rights Respecting).</p> <p>See confidential minutes for further information.</p>	
14	<p>Close of the meeting CofG: I think that for a new governing team this has been a good meeting and we have covered a lot with a lot of action taken.</p> <p>Thank you for attending.</p> <p>Discussion on meeting days and times took place. It was decided that a mix of Mondays and Wednesdays going forward. Action: CofG will email governors the decision on next meeting dates.</p>	CofG
Meeting closed at: 6.50pm		
Summary of Actions		
5	Action: CofG to sign asap at the STC office.	CofG
9	<p>Action: CS will complete monitoring reports and email to AL.</p> <p>Action: HT to send Ofsted Power Point to Governors.</p> <p>Action: Clerk to email to FGB when received from admin staff</p> <p>Action: JS to arrange a website meeting with CC & AS (BL's).</p>	<p>CS</p> <p>HT</p> <p>Clerk</p> <p>JS</p>
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