



Upper Nidderdale Primary Federation

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

Minutes

Monday 17 January 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, D Hall, G Lewis, R Light, H Nelson, C Skaife, J Smail, N Thompson & N Thornber

In Attendance: A Lumley (Clerk)

Meeting opened at: 5.00pm via ZOOM

Number	Item	Action
	<p>Apologies for absence A Strzeszewski – family reasons H Smith – attended at 6pm, was not aware of the time change</p>	
1	<p>Welcome to the meeting Welcome, Introductions and Opening Remarks Everyone was welcomed to the first meeting; it was decided to wait until the end of agenda item 3 until all governors were in the meeting before introductions.</p>	
2	<p>LA Governor approval and appointment Elected parent governors and foundation governors were informed that the LA had approved the recommendation of Abigail Broadley for the position of LA governor. It is now the decision of the board to accept their recommendation. All governors agreed the position with a unanimous show of hands. Proposed by: LF Seconded by: HN</p>	

3

Co-opted Governors approval and appointment

Elected parent governors, foundation governors and LA governors were informed that the headteacher has received 4 co-opted applications and all 4 will bring a wealth of skills to the UNPF GB.

The 4 applications were received from:

Hugh Smith – who works in local planning for the National Grid on projects, managing change, budgets and a huge portfolio that would be beneficial to the GB and the federation.

Richard Light – who has been a governor for many years and as previous C of G brings a wealth of experience and skills to compliment the new GB. He has experience of buildings and project management and has acted as a H&S governor.

Christine Skaife – who worked in children’s social care at NYCC for many years, has experience as a past local councillor and chairing that council. Christine has been a governor for two years and acted as safeguarding governor. She would bring a good skill to the new GB.

Neil Thompson – is teaching assistant at GH and was the staff governor on their GB. He is actively involved in the local community; he is a scout leader and a member of the Town Council. He has acted as H&S governor and brings experience and knowledge of the work of a GB.

All governors agreed the co-opted applications with a unanimous show of hands.

Proposed by: LF
Seconded by: HN

The FGB is made up as follows:

Helen Nelson	Elected parent governor
Jenny Smailes	Elected parent governor
Alex Strzeszewski	Elected staff governor
Nicola Thornber	Headteacher
Gavin Lewis	Foundation Governor appointed by Diocese
Laura Franklin	Foundation Governor appoint by Diocese
Darryl Hall	Foundation Governor – ex officio
Abigail Broadley	LA
Chris skaife	Co-opted Governor
Neil Thompson	Co-opted Governor
Richard Light	Co-opted Governor
Hugh Smith	Co-opted Governor
Connor Caswell	Associate Member
Vacancy	Co-opted Governor

Welcomes and introductions were made at this point.

4	<p>Appoint Chair and Vice Chair</p> <p><u>Chair</u> The clerk asked for nominations from governors for themselves or another governor. A Broadley nominated herself for the position of Chair. There were no further nominations. Proposed by: NT Seconded by: CS There was a unanimous show of hands in favour of the nomination.</p> <p><u>Vice Chair</u> The clerk asked for nominations from governors for themselves or another governor. C Skaife nominated herself for the position of Vice Chair. There were no further nominations. Proposed by: JS Seconded by: AB</p> <p>The clerk handed the meeting to the C of G.</p>	
5	<p>Membership of meetings There remains one co-opted vacancy on the GB. It would be good practice for the GB to complete a skills audit and then the advert for the remaining vacancy can be to fill the gaps in skills. Action: AL will email governors a skills audit to complete and return by 11/2.</p> <p>Associate Member request C Caswell – Base Leader at GH has asked to become an associate member. HT comment: CC would be a valuable member of the GB and would contribute to the sharing of data and pupil progress and the future vision of the federation. Gov Q: Is the only difference for an associate member is that they do not have voting rights? A: Yes, and they would not be on the statutory committees. All governors agreed to the associate member appointment and a unanimous show of hands was given.</p>	AL & FGB
Statutory procedures for new federation		
6	<p>Dissolution of the Governing Bodies The governors agreed to dissolve the governing bodies of: The Federation of Fountains Earth and St Cuthbert's CE Primary Schools and Glasshouses Community Primary School.</p> <p>Incorporate the Upper Nidderdale Primary Federation GB It was agreed to install the new Upper Nidderdale Primary Federation Governing Body</p> <p>Transfer of land and property</p>	

	<p>The UNPF GB agreed to the transfer of all land and property which immediately before the federation date was property held by the governing bodies. It now vests in the governing body of the UNPF.</p> <p>Transfer of assets The governing body agreed to the transfer of inventory and property assets.</p> <p>All the above were: Proposed by: AB Seconded by: CS</p> <p>All governors agreed via a show of hands which was unanimous.</p>	
7	<p>Adoption of Instrument of Governance All governors have received a copy of the sealed Instrument of Governance which states the instrument of governance comes in to effect on this day 17th January 2022. The Instrument is made by order of North Yorkshire Local Authority.</p> <p>All governors agreed to abide by the rules of the Instrument of Governance.</p>	
Policies and Procedures		
8	<p>Safeguarding Policies KCSIE Child Protection Manual</p> <p>All governors received a copy of the KCSIE and CP manual. Governors must read these documents and sign to say they have been read. Action: AL will organise for TG admin to email out for replies.</p> <p>Code of Conduct Action: All governors must read and abide by the Governor Code of Conduct.</p> <p>Business Interests All governors must complete the BI forms. Action: Please complete, sign and return to AL</p> <p>Induction Policy The HT will arrange induction meetings with governors once she has had a meeting with the C of G.</p> <p>The HT and CofG will look at the QA calendar and any training requirements. At the next meeting governors will be assigned roles for the QA monitoring.</p>	<p>FGB AL / TG</p> <p>FGB</p> <p>FGB</p> <p>HT/C of G</p> <p>HT/C of G</p>
9	<p>Statutory Committee Membership and Approval of T of R All governors have received the T of R and they were agreed. Action: C of G will sign at the STC office</p>	C of G
10	<p>Dates of next meetings Monday 14th February at 5pm - confirmed Monday 28th March at 5pm – TBC</p>	

11	<p>Any Questions? The C o G asked if anyone had any questions regarding any governing body procedures.</p> <p>Discussion regarding covid took place and the impact on the schools.</p> <p>Governors felt it is an exciting time to be on the GB to help drive the federation forwards. It was agreed that it is an opportunity to be dynamic and operate differently.</p> <p>The strategic role of governance was explained and discussed. All governors have an equal role, the type of governor does not mean they have different roles.</p> <p>G Lewis entered the meeting and introductions took place.</p> <p>It was agreed that the federation was an opportunity to provide great education in the community and to contribute to this success.</p> <p>HT explained how the HT reports were given to governors prior to meetings.</p> <p>Gov Q: Will we continue to have online meetings or face to face? HT: It is hoped to switch to face to face but the next meeting may have to be online. This will be decided nearer the time.</p> <p>HT thanked everyone for volunteering to become a governor.</p>	
Meeting closed at: 5.50pm		