



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

Wednesday 25th May 2022 – 5.15 pm – at Glasshouses

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, G Lewis, H Nelson, C Skaife, J Smail, N Thompson & N Thornber

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

Meeting opened at: 5.15pm

| Number | Item | Action |
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| 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. The Chair thanked those for attending.</p> <p>RL has resigned as a governor saying in an email that he has been a governor for many years and now that it has gone through federation process now was the time to leave.</p> <p>Action: We now 2 co-opted governor vacancies that can be advertised</p> <p>Action: A letter of thanks to be sent to Richard.</p> <p>See confidential minutes for further information.</p> | <p>CofG CofG</p> |

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| 2 | <p>Apologies for absence L Franklin – not well D Hall – work commitments H Smiith – family commitments A Strzeszewski – school residential C Caswell – school residential</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.</p> <p>No BI declared for this meeting.</p> | |
| 4 | <p>To identify any confidential items to be excluded from the publicly available minutes. Parts of 8, 9, 10, 11,12 & 16.</p> | |
| 5 | <p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: UNPF FGB 04/04/2022</p> <p>Minutes were agreed and approved by all governors in attendance. They were signed and dated as a true and accurate record by the CofG.</p> | |
| 6 | <p>Matters Arising from those minutes CofG asked if anyone had any matters arising from those minutes. There were none.</p> | |
| Standing Items | | |
| 7 | <p>Health and Wellbeing CofG asked after the HT’s wellbeing? HT: Thank you to everyone who contacted me regarding the Ofsted inspection. Although we have had Ofsted at GH we are still waiting for the STC and FE Ofsted to come. It is a relief to have done one and the celebrating has been short lived with regards to workload.</p> <p>Other staff members are ok, no one is pretending that it isn’t hard at the moment. C Skaife has visited the schools and spoken with staff. Some staff have had DSL support and supervision and meetings have been offered.</p> <p>HT: I have had to write to a parent regarding behaviour against a member of staff.</p> <p>CofG: Whenever I have been into the schools everyone seems very positive, happy and wellbeing appears to be good.</p> | |

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| | <p>CS: Everyone was positive at my meetings. Staff felt things were consistent and the policy is place. Children are happy and know what their boundaries are. We do need to nip the behaviour in the bud if staff are feeling threatened. All staff felt supported MSA's, Teachers, TA's.</p> <p>CofG: AS, Base leader at STC gave positive feedback to the Chair via an email which was read out. He said that the SLT team have been so supportive in his time in the federation. NT has been such a supportive HT and he felt that the staff really respect her direction and leadership.</p> <p>Action: CofG to email Clerk the email to file.</p> | CofG |
| 8 | <p>Safeguarding Governor Updates</p> <p>CS: SCR checks have been done at all 3 schools and everything is in place regarding SCR entries and HR files. She felt that we could not be criticized as they appear to be excellent and in order.</p> <p>Thanks was given to AL as the SCR and HR files has been an immense amount of work.</p> <p>AL: All staff from the federation are on all 3 SCR's as they are now starting to meet in each school as subject leads and all come together on a Friday for Federation Friday.</p> <p><u>Behaviour & Exclusion updates</u> Behaviour needs addressing but can be covered under the Behaviour policy.</p> <p><u>Referrals to DSL</u> See confidential minutes for further information.</p> <p><u>Cohort Updates</u> Action: HT will send out the Cohort Profiles to FGB when updated.</p> <p>See confidential minutes for further information</p> | HT |
| 9 | <p>Verbal Update from Headteacher to Governors – School on a page</p> <p><u>Federation Friday</u></p> <p>HT: We have sent out questionnaires to gather information on how parents are feeling about Federation Friday, and we have asked the children. It is good to see the children enjoying themselves together on a Friday and it is allowing the children to access expertise and allows for the social and emotional needs to be met, particularly for the small cohorts. Teachers are receiving CPD and time to plan together. J Tropa from GH was at STC last week and she mentioned how fabulous that she thought it was as a member of staff but also as a parent.</p> <p>Action: HT to send FGB info from Federation Friday</p> | HT |

What the children liked:
Making new friends
Cooking
First Aid
Music

CofG: There are so many positive comments about all those things that you have mentioned.

HT: We are looking at what we can do to address some of the concerns of the children and parents. The large hall space in particular. Staff comments were that it was good to meet with curriculum subject lead teams and support each other. The staff felt the benefit to the children was huge and can see this weekly.

CofG: This was also part of the Ofsted positives.

Parents have said that it creates a stronger community and helps to stop stigma and divisions that could occur between schools and good that we can share resources. Allows the children to create new friendships and adapting to others which is a life skill.

Comments on how we can improve, was to have the HT at Celebration Assemblies. Looking at altering this to try to be at most from after half term. FE will be Wednesday, GH maybe Thursday or Friday pm, and STC Friday am. It was felt that the HT will be at assemblies when the time / commitments allow, but the Executive role does demand a slightly different approach to that of head and the staff structure is in place to support that.

In Sept we are organising the transport back to FE at the end of the day as the children will not be swimming in September. At GH it is difficult as the coach will not come down the village and will only collect from the main road. We may have to look at an alternative to this. Walking has been suggested along the riverside but in wet weather this would be tricky.

CofG: What about asking parents to take directly to STC?

HT: May prove difficult as some will turn up at STC and then some still at GH going on a bus.

CofG: If you knew exactly which children were where surely this would work?

HT: I am going to ask parents after half term. We do need to do this for the children but also take in to account the views of the parents.

CofG comment: It is keeping a balance and it is only a small percentage that are not happy.

The FGB were told that the HT has a file with the responses if governors would like to read them.

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| | <p><u>SAT's</u> See confidential minutes for further information.</p> <p>DfE has given a small amount of funding for the NTP which will be using and will not be clawed back. This will start next week. Gov Q: Who will be delivering the tutoring? HT: Teachers who are in school will be delivering the tutoring which will be done out of lesson time. They are the best people to deliver it.</p> <p>Data – will be next FGB meeting.</p> <p><u>School funding</u> HT: The school were informed that they should be receiving funding from the GH Mill complex. There was a figure originally mentioned by the Newby Group of £132K, then a figure of £88k has been mentioned that can be released. However, has part of the HBC planning this funding now apparently goes to the NY schools grant funding. AL: It is the residents committee that have sent the letter to HBC asking where the funding is that was promised to the school in the developer's original plan. But the funding from section 106 now appears to go in to the NYCC education fund and not necessarily direct to the school. The committee have an issue with Newby the developers and they are also picking up on the fact that the funding has not been paid to the school. It is unsure at this time whether the funding has been paid to NYCC from Newby. Action: CofG will chase this up on behalf of the FGB. Action: NT will email the letter that was sent from the GH Mill Development residents committee.</p> | <p>CofG HT</p> |
| <p>10</p> | <p>Polices and Documents <u>Behaviour</u> See confidential minutes for further information.</p> | |
| <p>Finance</p> | | |
| <p>11</p> | <p>Outturn Budgets Governors were given a report from AL (FBM) on the budget outturns plus the Outturn Summary and Detail Reports for the year ending 31 March 2022.</p> <p>See confidential report for further information.</p> <p>AL discussed the budget outturn with the governors. Revenue c/f at Glasshouses is more than expected as some costs were not as high as predicted at February monitoring. In addition, a significant amount of supply was not allocated to 2021.2022 and has been costed in to the 2022.2023 budget.</p> | |

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| | Revenue c/f at St Cuthbert's / Fountains Earth is more than expected at February monitoring. Also received (which was not known until April) £15.6k for falling roles subsidy due to a high percentage of children relocating between Oct census and April budget. This has been given as it is recognised that capacity will be required due to new housing. | |
| 12 | <p>Start Budget – Joint UNPF budget Governors were given a report from AL (FBM) on the Start Budget along with the UNPF joint budget report.</p> <p>AL gave a summary of how the start budget figures are and we have a positive 3-year budget. However, the in-year budget figures are carrying a substantial in-year deficit by year 3. The in-year deficit does reduce in year 2, this is due to higher predicted pupil numbers but then this is higher in year 3 as there are fewer pupils predicted.</p> <p>Pupils in school do bring the in-year budgets in line which then supports your whole staffing structure, resources etc. This can be supported with c/f but cannot support a continuing trend.</p> <p>AL: Are there any questions on how the budget is put together? No further questions.</p> <p>AL: Sparsity is largest increase for STC and GH. FE have always received this funding and now due to calculation changes STC and GH are now receiving some of this funding. The calculation was explained. Also, the lump sum has increased this year, plus some funding for the increase in NI.</p> <p>AL: Are the governors happy to approve this budget? All governors present approved the budget. Action: AL to submit to NY.</p> <p>See confidential minutes for further information.</p> | AL |
| School Improvement | | |
| 13 | <p>Ofsted The report was shared with the FGB previously and celebrated with children and staff. The next steps will form part of the SDP. HT: Following Ofsted, the LA would like NT and NW to present to NY on the curriculum structure that we have.</p> <p>Gov comment: There was a positive message regarding the Ofsted report in the Stray Ferret.</p> <p>HT: We have a banner being made for the railings advertising our result.</p> | |

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| | <p>CofG: We need look at a governor working party to work on communications for the whole federation and its part in the community.</p> | |
| 14 | <p>Governors Subject Area/ Monitoring Visits to School - Summer Term 1 CS has completed the SCR visits as discussed earlier. Action: Governors need to contact the subject leads to complete their monitoring areas. Focus this time is Maths, English, Geography and History. Email sent out today. Action: GL and HS need to make appointments. English team have made a start. JS has received the SOAPS to read at half term. Action: JS/NW will arrange to meet after half term.</p> | <p>FGB</p> <p>GL/HS</p> <p>NW/JS</p> |
| 15 | <p>Government White Paper It was agreed to move this to the next meeting. Action: NT will email governors the summary of the White Paper.</p> | <p>HT</p> |
| 16 | <p>Fountains Earth See confidential minutes for further information.</p> | |
| 17 | <p>What impact have we had today on the achievement of pupils in our school? SOAPS and subject leads – looking at the impact. Good behaviour will have the greatest impact on the achievement of pupils making good choices. Governors supporting the staff – it is important that staff know that governors are supporting. NT is making an impact dealing with the issues, the pace that NT is moving with on the issues is having a positive impact.</p> <p>What impact have we had today on our Christian Ethos/Vision/Rights Respecting? Behaviour – respect for each other and treat other people as you would wish to be treated. If you buy in to the sentiment, then everything will improve for everyone. Parent behaviour is a minority, but unfortunately that damage is disproportionate.</p> | |
| 18 | <p>Close of Meeting Thank you to everyone for attending.</p> | |
| <p>Meeting closed at: 6.45m</p> | | |

| Summary of Actions | | |
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| 1 | <p>Action: We now 2 co-opted governor vacancies that can be advertised</p> <p>Action: A letter of thanks to be sent to Richard.</p> | <p>CofG</p> <p>CofG</p> |
| 7 | Action: CofG to email Clerk the email from AS to file. | CofG |
| 8 | Action: HT will send out the Cohort Profiles to FGB when updated | HT |
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