



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

Thursday 21<sup>st</sup> July 6pm at St Cuthbert's

**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, C Caswell (Associate member) L Franklin (late), H Nelson, C Skaife, H Smith, N Thompson & N Thornber

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

**Meeting opened at: 6.07pm**

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>	
2	<p><b>Apologies for absence</b></p> <p>D Hall – on holiday            G Lewis – family commitments            J Smail – childcare issues            A Strzeszewski – no apologies            L Franklin – may be late</p> <p>Governors accepted apologies for those given. AS is leaving as a staff governor as relocating and leaving his teaching position.</p>	

3	<p><b>Reminder about the essential need for confidentiality and declaration of interests:</b> Pecuniary or non-pecuniary and at appropriate times.  <b>GofG:</b> Reminded governors of the need for confidentiality.</p> <p>No BI declared for this meeting.</p>	
4	<p><b>To identify any confidential items to be excluded from the publicly available minutes.</b>  7, 8, 10, 12, 15, 16 &amp; 17</p>	
5	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b>  UNPF FGB 25/05/2022  Extra meeting 15/06/2022  Parent consultation meeting 30/06/2022</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><b>Matters Arising from those minutes</b>  CofG asked if anyone had any matters arising from those minutes. There were none.</p>	
<b>Standing Items</b>		
12	<p><b>Fountains Earth to include Ofsted Update if available</b>  <b>Consultation update</b>  See confidential minutes  It was agreed to do agenda item 12 at this point in the meeting.</p>	
15	<p><b>Strategic Future</b>  See confidential minutes.  It was agreed to do agenda item 15 at this point in the meeting.</p>	
16	<p><b>Comms Plan / Committee Update</b>  See confidential minutes.  It was agreed to do agenda item 16 at this point in the meeting.</p>	
7	<p><b>Health and Wellbeing</b>  See confidential minutes.  The CofG asked after the H&amp;W of the HT.</p>	
8	<p><b>Safeguarding – to include Attendance / Behaviour &amp; Exclusion updates / Referrals to DSL</b>  <u>Attendance</u>  95% - FE</p>	

	<p>92% - STC 95% - GH</p> <p><b>Gov Q:</b> What are we aiming for? <b>NW:</b> 98%.</p> <p>We are under but there is background information to back up why. We have had cases of Chicken Pox, Covid and sickness bugs.</p> <p><b>Gov comment:</b> That does seem to be an improvement on the last data discussed. <b>NW:</b> 98% is our target not a national target. We do have persistent absences too for which early help and social services are involved.</p> <p><u>Behaviour and Exclusions</u> See confidential minutes.</p> <p>The changes in Sept from the new KCSIE will be part of staff training day.</p> <p><b>Action:</b> Governors will need to do the online training Basic Awareness Child Protection for the Autumn term.</p> <p>The Child Protection policy will be updated to reflect the changes in KCSIE. There is also a new policy on Suspensions &amp; Exclusions which has just come out.</p>	<b>FGB</b>
<b>9</b>	<p><b>Polices and Documents</b> Budget Management Charging and Remissions FE Accessibility Plan STC Accessibility Plan GH Accessibility Plan Pay</p> <p>All the above policies were agreed and approved. They were signed and dated by the CofG.</p> <p><b>Gov comment:</b> On the access plans the diagrams appear to be a bit out of date. <b>Action:</b> N Thompson agreed to draw the plans for the 3 schools.</p>	<b>NT</b>
<b>Finance</b>		
<b>10</b>	<p><b>Funding Committee</b> See confidential minutes.</p>	

## School Improvement

11

### **SEN Strategy Impact / Pupil Premium / Sports Funding Updates**

This was emailed out to governors. We are doing the National Tutoring Programme for catch up.

Teachers are doing this tutoring and they receive extra salary for doing it.

**Teacher comment:** It is working very well; the impact of the extra tutoring is already showing.

**Gov Q:** Is this done after school hours?

**A:** Yes, it is.

Data will be required next year to show the data impact.

**Gov Q:** Do they continue until they meet the targets and then stop?

**A:** Pupil progress meetings take place with the teachers and if it is felt they have made enough progress it would stop.

It is whatever the child needs at individual level.

**Governor Q:** How does that impact staff?

**A:** Three times per week for 15 mins is very manageable.

It was the teacher's choice, we could have not done and let the funding be clawed back or used outside agency staff.

### SEN Strategy impact

In Sept there will be an SEN Green Paper

**HT:** This could change lots of things for schools, we already have this in our SDP. All 3 schools are looking at 'Under' SEN, Early Intervention and targeting.

**Gov Q:** Has the FSW helped?

**HT:** Yes, it is really working well, sign posting parents.

See confidential minutes.

### Sports Funding

Each school receives the allocation based on a fixed sum and an amount per pupil. We are using the funding for Federation Friday transport, Sports, swimming transport. Resources are taken from this budget. The impact from Federation Friday is very good. Kanga Sport have been great this term and the next step is to develop teachers to do the PE sessions themselves. Kanga Sports can deliver CPD for the teachers at STC and FE on a Friday when the 2 schools come together.

We are looking at purchasing new playtime equipment and sports equipment.

Wider competitions are now happening across schools, Covid has impacted this and it is difficult to implement as going to

	<p>Harrogate is difficult. The Wharfedale Federation has 4 schools and have a sporting calendar each term.</p> <p><b>Gov comment:</b> There are opportunities with Richard Light, Hedley Verity and Glasshouses Cricket Club.</p>	
12	<p><b>Fountains Earth to include Ofsted Update if available Consultation update</b></p> <p>See earlier in minutes – this item was moved forward.</p>	
13	<p><b>Governing on a Page</b></p> <p>For the Governing Body it is not always directly obvious what governors need to do. We currently have a Co-opted vacancy and in Sept a staff governor vacancy.</p> <p>A calendar of what we need to do will hopefully make it clear of what we need to do and make it easier to understand.</p> <p><b>Action:</b> Please let CofG know if you would like to volunteer to do the calendar.</p> <p><b>Action:</b> A calendar of what to do when and by who to be drawn up – volunteer required.</p> <p><b>Action:</b> CC will do some teams training with governors to help. This can be arranged as online training.</p> <p>Comms – Gov on a page will be additional meetings but hopefully this will help reduce the FGB agenda.</p>	<p><b>FGB</b></p> <p><b>FGB</b></p> <p><b>CC</b></p>
14	<p><b>Govs Subject Area/Monitoring Visits to School – ST 1</b></p> <p><u>J Smail</u> J Smail is absent and CofG gave a brief overview.</p> <p><u>H Smith</u> Met with CC and RT and it was great to see how Maths is taught. It showed how it is implemented and next steps. The instant feedback was good. Books were looked at and it was good to see how embedded it was in the class. The whole triangulation was evident. CC really questioned well and there was good feedback.</p> <p>G Lewis – not completed.</p> <p><u>C Skaife – SCR</u> Has visited 2 schools now. Has had oversight of staff changes and checked the SCR's against staff lists and HR files. Everything is up to date with nothing missing.</p>	
15	<p><b>Strategic Future</b></p> <p>See confidential minutes – discussed earlier.</p>	
16	<p><b>Comms Plan / Committee Update</b></p> <p>See confidential minutes</p>	

17	<b>Exchange of Information – relevant to be shared</b> See confidential information.	
18	<b>What impact have we had today on the achievement of pupils in our school?</b> Use of PP/Sports Funding to make sure our children achieve the best that they can. NTP – funding used to strengthen the catch-up programme. <b>What impact have we had today on our Christian Ethos/Vision/Rights Respecting?</b> Forgiveness and remaining professional. Supporting the staff with checks and measures in place. Comms and strategic vision to ensure success for all.	
19	<b>Close of Meeting</b> Thank you to everyone for attending.	
<b>Meeting closed at: 8.25pm</b>  <b>Next meeting on 27<sup>th</sup> September.</b> <b>Action: CofG to email dates for meetings for the year.</b>		
<b>Summary of Actions</b>		
8	<b>Action:</b> Governors will need to do the online training Basic Awareness Child Protection for the Autumn term.	<b>FGB</b>
9	<b>Action:</b> N Thompson agreed to draw the plans for the 3 schools.	<b>NT</b>
10	<b>Action:</b> HT will investigate the research programme.  <b>Action:</b> Research programme agenda item for the next meeting.	<b>HT</b>  <b>CoG/HT/Clerk</b>
13	<b>Action:</b> Please let CofG know if you would like to volunteer to do the calendar.  <b>Action:</b> A calendar of what to do when and by who to be drawn up – volunteer required.  <b>Action:</b> CC will do some teams training with governors to help. This can be arranged as online training.	<b>FGB</b>  <b>FGB</b>  <b>CC</b>