



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
Tuesday 27th September 2022 at 6.00pm via Teams

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, J Smail, H Smith (late), N Thompson & N Thornber

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

For agenda item 14 – A Dixon LA, K Butler LA, S Dunn LA, R Noake Diocese.

Meeting opened at: 6.00pm

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. The Chair thanked those for attending.</p> <p>S Wiseman is here as BL at FE to deliver the attendance items with NW. S Wiseman was welcomed to the meeting.</p>	
2	<p>Apologies for absence</p> <p>G Lewis – apologies given - family commitments C Skaife – apologies given – family commitments D Hall – apologies given but no reason H Nelson – no apologies given (contacted CofG after the meeting to apologise as got the wrong date for the meeting.</p> <p>Governors agreed to approve apologies for those given GL, CS but not those without reason or apologies DH, HN.</p>	

	Action: CofG to contact DH & HN if they do not arrive at the meeting to give reasons for absence.	CofG
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> <p>S Wiseman was introduced as Base Leader at FE, and part of attendance and safeguarding team.</p>	
4	<p>To identify any confidential items to be excluded from the publicly available minutes. Agenda items 8,10,14,15 (or parts of)</p>	
5	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: UNPF FGB 21/07/2022</p> <p>Minutes were agreed and approved by all governors in attendance. Action: They will be signed and dated by the CofG at the school office by the end of the week.</p> <p>H Smith told the Chair that he was unable to access teams due to his work system.</p>	CofG
6	<p>Matters Arising from those minutes CofG: CofG: L Franklin has left the GB as she was finding it difficult situation with what went on in July from the consultation meeting. We will be sad to see her leave but understand her reasons.</p> <p>There are now 3 vacancies on the GB. 2 Co-opted and 1 Foundation. Action: CofG and HT will meet to discuss this.</p> <p>CofG: Asked NT if he had completed the plans that he said he would do at the last meeting? NT: GH has been done. Action: STC and FE will be checked.</p> <p>No one has any further information.</p>	<p>CofG/HT</p> <p>NT</p>
Standing Items		
7	<p>Health & Wellbeing CofG: Asked after the HT wellbeing? HT: Informed the GB that she was fine, and that staff have returned back to work happy. We have had 1 covid case and a few cases of general illness in the staff but nothing that causes concern, and these were covered using internal staff.</p> <p>The HT has held 2 supervision meetings with staff; one at GH and one at FE. Not due to work load it is due to personal issues.</p>	

8	<p>Safeguarding – to include Attendance figures / updates Behaviour & Exclusion updates Referrals to DSL (CP cases, links with outside agencies) SCR checks</p> <p>HT: From Sept we have had the new KCSIE 2022 to work from. Policies have been updated to reflect the changes. All staff received the training on the inset day at the beginning of term. All staff have signed the KCSIE and other safeguarding policies. We have changed some of the functions of the Quality Assurance and DSL’s and accountability measures.</p> <p><u>Attendance</u> There are changes to the following teams and policy/procedure to reflect to attendance, Pupil Premium, and pupils who are just under performing. The aim of the changes is linked to SDP 1,2,3 – to improve the quality of education for all children. The attendance team is NW (DHT), SW (BL) and JF (FSW). NW is the Attendance Officer. S Wiseman is part of the team and he and NW are checking monthly figures and analysing behaviour and referrals. Because we have already been analysing these as part of the 1st month checks, there are not too many changes in this particular area.</p> <p>SW: Gave a summary of the attendance. A snapshot of the first 3 weeks - attendance is currently STC 95%, with 11 children lower than 90%. Strategies are in place to support these families through the Family Support Worker. Some are authorised or illness. Key stages are all very similar.</p> <p>At FE attendance is 90% with Early Years 94% and KS1 100%, but KS2 is 88%.</p> <p>Information also in confidential minutes.</p> <p>GH attendance at 97% with KS1 at 99%, only 2 children lower than 90%.</p> <p>FE – There is 1 PP child, SEN is 75% made up of 6 children. GH – PP – 8 children and 14 SEN who are achieving 98% attendance. STC – 10 PP children achieving 92%, we need to be proactive with these children. SEN – 6 pupils with 98%.</p> <p>One child at STC has brought the average down as they are at 60%. The attendance team action plan has been written to address these areas alongside the new attendance guidance.</p> <p>Information also in confidential minutes.</p>	

	<p>HT: Attendance is currently only authorised if it is exceptional circumstances. Last year we authorised holidays based on the H&W of families following lockdowns. A discussion was opened up about the authorization/ not authorisation of holidays.</p> <p>CofG: Is it a big problem? HT: We have already had some absences. Most have been illnesses, but we do also have some authorised holidays (which were authorised last year) Gov comment: It won't stop parents doing it, it will just be recorded as unauthorised. CofG: I think that saying no to all is not achievable and that it should still be at the HT discretion for mitigating circumstances. Governors agreed to this: that most holidays would be declined but that it is still at the HT discretion for mitigating or exemptional circumstances.</p> <p><u>DSL referrals</u> Information in confidential minutes.</p> <p><u>Behaviour</u> STC – 11 behaviour/CPOMS incidents – most low level. GH – 12 FE – 5</p> <p>Which is much lower at this stage.</p> <p><u>SCR's</u> HT: CS has been to all 3 schools and completed the 1st month SCR checks and sent her reports which are available on Teams. There are no issues, and all are up to date with new staff added and HR completed the health checks.</p>	
9	<p>Polices and Documents</p> <p><u>To approve and sign</u> Induction of staff KCSIE Uniform CP Manual CP Policy Code of Conduct Suspension and Exclusions</p> <p><u>For info</u> Learning Environment Self harm Suicide Ideation</p> <p>All governors should have had access to these on Teams.</p> <p>The policies were agreed and approved with no adjustments by all governors at the meeting.</p>	

Finance		
10	This item was discussed confidentially.	
School Improvement		
11	<p>SEF and SDP for 2022/ 2023 updates School on a Page including the following updates: SEN Strategy impact update Pupil Premium and recovery funding Strategy update Sports Funding Strategy update</p> <p>HT: All governors have received the SOAP for all 3 schools.</p> <p>4 priorities To continue to improve the quality of Teaching of learning so that that it matches the ambitious curriculum To ensure that all pupils, and those just under performing pupils, SNED, PP make accelerated learning SPAG to be inline, if not better than national average. Further developing the good leadership team across the federation</p> <p>Action: Governors need to contact the teachers to go through the 4 priorities.</p>	FGB
12	<p>Governing on a Page 2 volunteers required</p> <p>Action: CofG will send an email regarding this.</p>	CofG
13	<p>Governors Subject Area/Monitoring Visits to School – Autumn Term 1 This is specific from the QA calendar which is linked the school's autumn term calendar. –Safeguarding (SCR), H&S, Curriculum, Vulnerable pupils</p> <p>J Smail – has undertaken the website compliance. The new website is looking great. There are a few actions to complete to be fully compliant. The 1st month compliance checks by staff will be undertaken by 3 staff members in future and not just CC.</p> <p>H Smith - needs to organise his visit. G Lewis – needs to organise his visit. C Skaife – has completed the SCR checks discussed earlier.</p> <p>Action: GL & HS to organise visits.</p> <p>JS: I have noticed on the list of governors that there is a new SDP area for Early Years which has my name on. HT: Yes, I have added your name in the hope that your interest and expertise would help support this area. JS agreed to do this.</p>	GL & HS

	<p>HS: What are the pupil numbers currently at the 3 schools? HT: 15 at FE, 53 at STC and 54 at GH.</p> <p>S Wiseman left the meeting at 6.45pm.</p>	
14	This item was discussed confidentially.	
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16	<p>Exchange of Information /AOB– relevant to be shared Training – governors were reminded to complete their own training log on teams and send certificates to AL.</p> <p>Governors were reminded to complete the training audit and send to AL.</p> <p>Action: an email will be sent to those governors that have not signed the code of conduct or the KCSIE documents to reply to the email to say that they have read and understood.</p>	Clerk
17	<p>What impact have we had today on the achievement of pupils in our school? JS: Big influence focusing on attendance which is key leadership practice.</p> <p>What impact have we had today on our Christian Ethos/Vision/Rights Respecting? We have spoken about morals and where it sits within our federation.</p>	
18	<p>Close of Meeting Thank you to everyone for attending.</p>	
Meeting closed at: 8.00pm		
Summary of Actions		
2	Action: CofG to contact DH & HN if they do not arrive at the meeting to give reasons for absence.	CofG
5	Minutes were agreed and approved by all governors in attendance. Action: They will be signed and dated by the CofG at the school office by the end of the week.	CofG
6	<p>There are now 3 vacancies on the GB. 2 Co-opted and 1 Foundation. Action: CofG and HT will meet to discuss this.</p> <p>CofG: Asked NT if he had completed the plans that he said he would do at the last meeting? NT: GH has been done, STC and FE will be checked.</p>	<p>CofG/HT</p> <p>NT</p>

11	Action: Governors need to contact the teachers to go through the 4 priorities.	FGB
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