



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 14 December 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, C Skaife, J Smail, H Smith, N Thompson & N Thornber

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

**Meeting opened at: 6.00pm**

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> <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><b>Apologies for absence</b></p> <p>D Hall – personal reasons given G Lewis – unwell H Nelson – Confirmation via text to CofG that she cannot access the meeting online</p> <p>Governors agreed to approve all apologies.</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>  Agenda items – parts of 8, 10  Agenda item 11 – confidential</p>	
5	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b>  UNPF FGB 27/09/2022  EXTRA – 19/10/2022  EXTRA – 30/11/2022</p> <p>Minutes were agreed and approved by all governors in attendance.  <b>Action:</b> They will be signed and dated by the CofG at the school office tomorrow.</p>	<b>CofG</b>
6	<p><b>Matters Arising from those minutes</b>  No matters arising.</p>	
<b>Standing Items</b>		
7	<p><b>Health &amp; Wellbeing</b>  <b>CofG:</b> Asked after the HT wellbeing?  <b>HT:</b> Yes, I am fine. Staff are coming to the end of a long busy term and ready for a break.</p> <p>Staff have had their wellbeing Christmas Shopping day off.</p> <p>We have had a very few members of staff off work due to illness.  GH: 1 staff / 2 days  STC 1 staff / 1 day</p> <p><b>Staff gov:</b> We are well supported and looked after by the HT and SLT.</p>	
8	<p><b>Safeguarding – brief update to include</b>  Attendance figures / updates  Behaviour &amp; Exclusion updates  Referrals to DSL (CP cases, links with outside agencies)  SCR checks</p>	

	<p><u>SCR's</u> 1<sup>st</sup> month checks and monitoring have been submitted and reviewed and are compliant The Inset training day on 4<sup>th</sup> January will be to recap on KCSIE 22 with staff. We will also be going over the changes to the sexualized behaviour policies.</p> <p><u>Attendance</u> GH – 96% <b>CofG:</b> Has scarlet fever influenced attendance? <b>HT:</b> Yes, a few cases, but these have been isolated. The persistent attendance cases are 15.38% and we will be sending letters after Christmas. <b>Gov Q:</b> Is that 15.38% of the whole cohort? <b>HT:</b> Yes, it is quite high. There are some children that keep re-occurring. The attendance team are following the policies to deal with this.</p> <p>STC – 95% Persistent absence is zero. <b>CofG:</b> Is that better than a year ago? <b>NW:</b> Yes, it is, there was an issue at that point that was bringing attendance data down.</p> <p>FE – 88% The explanation for the low percentage was given and information is in the confidential minutes.</p> <p><u>DSL referrals</u> Information in confidential minutes.</p> <p><u>Behaviour &amp; Exclusion</u> STC – 0% bullying incidents to report. <b>CofG:</b> I talked to a parent, and she said it was amazing at STC and her child feels safe. <b>Gov Comment:</b> Another parent has also said to me how fantastic they think the school is. <b>HT:</b> It has been a consistent approach and a zero tolerance to such behavior. GH – 0% bullying incidents to report. FE – 0% bullying incidents to report.</p> <p><b>HT:</b> The impact of the procedures at STC is good with a consistent approach.</p> <p>Some information regarding GH and FE is in the confidential minutes.</p>	
9	<p><b>Polices and Documents</b> <u>To approve and sign</u> Charging &amp; Remissions Early Years</p>	

	<p>Early Years Safeguarding Safeguarding – pupil</p> <p><u>For info</u> Child on Child Abuse DBS PSHCE Teaching &amp; Learning Unreasonable, Persistent and Vexatious communications Guidelines on Management of Scalet Fever</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> <p><b>Action:</b> CofG will sign policies at the school office.</p>	<p><b>CofG</b></p>
<b>Finance</b>		
<p><b>10</b></p>	<p>Revised Budget and Short Report</p> <p>Parts of this item were discussed confidentially.</p> <p>The governors received a copy of the Revised Budget forecast and a short report. The financial position was discussed as per the short report and the Revised Budget report.</p> <p>School meal costs increased at the beginning of September and the school is charged £3.42 per meal by NY catering. We are currently charging parents who pay for meals £2.90 per meal. We receive funding for the economic free school meals and government funding free meals for Reception to end of Y2 at £2.41 per meal. Therefore, the school budget is supporting the schools a significant amount. NY catering have sent a letter out this week to say that due to spiralling costs they are having to put meal costs up yet again in January and will be sending out a new FMP (Fixed Meal Price). Once this is known governors will need to increase the meal cost to parents in line with our costs.</p> <p>A discussion took place regarding the Revised Budget and grants some of which is in the confidential minutes.</p> <p><b>HS:</b> At National Grid there is a community fund if they are doing works in an area.</p> <p><b>Action:</b> HS will look into this and see if we qualify and meet the criteria.</p>	<p><b>HS</b></p>

	<p><b>HT:</b> We have never received the funding from the GH Mill project and that would increase our budget if received.  <b>Action:</b> CofG will chase this up.</p> <p>It was decided that a working group would be the best way forward to look at applying for grants. A group was established:  Neil Thompson, Hugh Smith, Jenny Smail</p> <p><b>Actions:</b>  Governors to send a letter to Julian Smith to lobby regarding the funding received from government for meals.  Working party to get together to look at grants – H Smith, J Smail, A Lumley and N Thompson.</p> <p><b>BM:</b> There will be funding or grants to apply for energy saving projects coming in the new year.</p> <p>All governors agreed to approve the Revised Budget.</p> <p><b>Action:</b> AL (BM) will submit the RB to the LA.</p>	<p><b>CofG</b></p>
<b>School Improvement</b>		
<p><b>11</b></p>	<p>This item was discussed confidentially</p>	
<p><b>12</b></p>	<p><b>Governors Subject Area/Monitoring Visits to School – Autumn Term 2</b></p> <p>This is specific from the QA calendar which is linked the school’s autumn term calendar. –Safeguarding (SCR), H&amp;S, Curriculum, Vulnerable pupils</p> <p><u>J Smail – Early Years and English</u>  Governors have received the reports, JS gave a brief overview and there were no further questions from the governors.</p> <p><u>H Smith – Maths and Geography</u>  Governors have received the reports. He met with CC, RT and SW for Maths and it was very interesting to see what they are doing in line with the SDP. Very positive and built on from the two previous visits. There were no further questions. Met with JT for Geography and again it was very informative. It is a 4 yr curriculum that they are putting together into a 2 year curriculum which will thread through in to History and Science.</p> <p><u>C Skaife – Safeguarding/SCR</u>  All SCR’s have been checked and reports now available on teams. All new volunteers have been added to SCR’s and paperwork in file.</p>	

	<p><b>HT:</b> There is a section 175 Safeguarding Audit that need to be completed and governors to sign off.</p> <p><b>Action:</b> HT, CS and DSL teams will complete this in Jan/Feb.</p>	<b>HT/DSL's/CS</b>
<b>13</b>	<p><b>Exchange of Information /AOB– relevant to be shared</b></p> <p>Nothing to share.</p>	
<b>14</b>	<p><b>What impact have we had today on the achievement of pupils in our school?</b></p> <p>Governors are monitoring and governance is happening through our checks on the educational performance of the schools.</p> <p><b>What impact have we had today on our Christian Ethos/Vision/Rights Respecting?</b></p> <p>We continue with our Rights Respecting and CHAMPS values are embedded now at STC, this can be seen in the behaviour data earlier in this meeting.</p>	
<b>15</b>	<p><b>Close of Meeting</b></p> <p>Thank you to everyone for attending.</p>	
<b>Meeting closed at: 7.30pm</b>		
<b>Summary of Actions</b>		
<b>9</b>	<p><b>Action:</b> CofG will sign policies at the school office.</p>	<b>CofG</b>
<b>10</b>	<p><b>Action:</b> HS will look into the possibility of grants from the National Grid and see if we qualify and meet the criteria.</p> <p><b>Action:</b> The CofG will chase up the funding from the Glasshouses Mill project</p> <p><b>Actions:</b> Governors to send a letter to Julian Smith to lobby regarding the funding received from government for meals. Working party to get together to look at grants – H Smith, J Smail, A Lumley and N Thompson.</p> <p><b>Action:</b> AL (BM) will submit the RB to the LA.</p>	<p><b>HS</b></p> <p><b>CofG</b></p> <p><b>FGB</b></p> <p><b>HS/JS/AL/NT</b></p> <p><b>AL</b></p>
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