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Upper Nidderdale Primary Federation

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

Minutes of the Meeting (AGM) of the Governing Board

Wednesday 25 January 2023 at 6.00pm at St Cuthbert's CE Primary

<p><u>Governing Body Core Functions</u></p> <p>Ensure the vision, ethos and strategic direction of the school is clearly defined</p> <p>Ensure the Headteacher performs her responsibilities for the educational performance of the school</p> <p>Ensure the sound, proper and effective use of the school's financial resources</p>		
<p>Present: A Broadley, C Caswell, G Lewis, H Nelson, C Skaife, J Smail, H Smith & N Thornber</p>		
<p>In Attendance: A Lumley (Clerk)</p>		
<p>Invited to attend the meeting up to agenda item 7. NW & SW stay for agenda item 8</p> <p>N Wilkinson – Deputy Head</p> <p>S Wiseman – BL at FE – Maths/EAL/PP/SEN/</p> <p>C Newton – EY teacher at STC – Early Years</p> <p>K Sullivan – EY teacher at GH – English</p> <p>I Sheldon – Class 2 teacher at STC – English</p> <p>C Harker – Class 3 teacher at STC – English</p> <p>R Thomas – Class 2 teacher at STC – Maths</p> <p>J Fearnley – Family Support Worker – UNPF – Vulnerable pupils</p> <p>C Caswell – BL at GH (Governor will attend full meeting) – Sports Premium/Maths</p>		
<p>Meeting opened at: 6.00pm</p>		
Number	Item	Action
1	<p>Election of Chair and Vice Chair for the forthcoming year</p> <p>The Clerk led this part of the meeting.</p> <p>The Clerk informed the GB that A Broadley and C Skaife were both standing down from their positions as Chair and Vice Chair, but would remain on the governing board.</p> <p>The Clerk asked if there were any governors that wished to be nominated for the role of Chair to Governors or Vice Chair to Governors.</p>	

	<p>There were no nominations.</p> <p>The Clerk explained that there would need to be a Chair for this meeting and if no one came forward the meeting would have to be adjourned.</p> <p>There were options for a joint chair that could be considered.</p> <p>The Clerk said that she would explain in agenda item 11 of what can be done to fill these positions for further meetings.</p> <p>A Broadley agreed to Chair this meeting. She explained her personal reasons for stepping down from the position that she has held for the past year.</p> <p>Staff members were invited in to the meeting at this point.</p>	
2	<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>Introductions were given by staff and governors.</p>	
3	<p>Apologies for absence</p> <p>D Hall – personal reasons given N Thompson – unwell N Wilkinson DHT – unwell</p> <p>Governors agreed to approve all apologies.</p>	
4	<p>Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times.</p> <p>GofG: Reminded governors of the need for confidentiality.</p> <p>No BI declared for this meeting.</p>	
5	<p>Sports Premium Update</p> <p>CC shared his presentation with governors and explained the funding received for the federation. He gave an update on how this is spent and the impact of it.</p> <p>Sports funding criteria also includes SEMH (Social, Emotional & Mental Health) and part of the sports funding is used to resource the Family Support Worker across the federation. Mental health and wellbeing of pupils is included in this. Boxall system that is used was explained. The funding that we have used to support SEMH has had a very good impact.</p>	

	<p>A governor whose child has left primary spoke about how their children have missed the SEMH time since they have moved on to the high school</p> <p>CC explained that Kanga Sports are used at STC to cover a before school sports club and PE lessons on a Friday am. At GH CC takes the PE lessons and at FE SW covers this, along with weekly swimming lessons.</p> <p>We have clubs at GH and STC such as Table top, Tennis, Arts & Crafts.</p> <p>We use the funding for Federation Fridays to resources outdoor education opportunities at Bewerley Park (which is expensive) but also have our own in-house Forest School opportunities along with Lego workshops.</p> <p>We are forging links with Wharfedale to increase sports competition opportunities. Wharfedale are a similar federation to us which works better for our groups of children.</p> <p>The next steps are to look at a consistent approach across the federation and how the best cost-effective way forward will be.</p> <p>We will have a cycle club at GH and running and cycle clubs will start at STC as soon as DBS's come through for the volunteers.</p> <p>C Newton explained how the pupil leadership teams are coming together across the federation.</p> <p>Governors did not have any questions.</p> <p>Gov comment: It will be interesting to see if less SEMH issues come to light as more children start to take part in sports and other clubs through the week.</p>	
6	<p>Pupil Premium Update</p> <p>SW showed the power point to governors. He discussed progress, attendance and SEMH in relation to Pupil Premium children. The children have many issues that are still evident from the lockdown period.</p> <p>Nationally PP children are behind slightly. The currently reality section shown is our key priority, we are looking at what works best for our PP children and strategies that will work.</p> <p>Chair: Does CPD mean staff training?</p> <p>SW: Yes, that will improve the outcomes for children. See confidential minutes for some attendance information.</p> <p>We are driving forward with attendance across the federation and it is an improving picture.</p>	

	<p>Chair: It is very clear that you are all working together.</p> <p>HT: We have always done these things but now we have to monitor it.</p> <p>Gov question: Is it more difficult for these children, is there less help at home?</p> <p>SW: It can be, but not always.</p> <p>Governors had no further questions.</p>	
7	<p>SDP/SEF/SOAP – staff presentations <u>JF (FSW) – Vulnerable Pupils</u></p> <p>Gov Question: What is Boxall?</p> <p>JF: It is an assessment tool which consists of 40 questions that the children are asked and it then creates a profile where you can see what that child needs.</p> <p>JF showed the power point for her role as FSW. The results are becoming more accurate using this assessment tool. It gives a list of things that can be targeted for that child. This can also be incorporated in to any SEN plans.</p> <p>Gov question: Are the children using Boxall mainly PP or SEN children? How do you know a child needs this assessment?</p> <p>HT: Children may be flagged through the CPOMS safeguarding system that we use. Or families may ask us. It could be any child and not just PP or SEN.</p> <p>JF: Children and families can also be referred to Early Help.</p> <p>Gov question: Once they have worked through the system does it stop?</p> <p>JF: Yes, if there was no further need.</p> <p>JF explained that the FSW role is developing across the federation, she works set days at each school and ad hoc if required. It provides SEMH to our vulnerable children and to all our children. We currently have 22 having SEMH support from the federation and 13 are vulnerable.</p> <p>Parents are enjoying being involved and coming back into school.</p> <p>GH Boxall graph was shown.</p> <p>Gov question: What is the time scale that you are seeing for progress?</p> <p>JF: We are going to start checking termly but this is from March last year.</p> <p>STC Boxall graph is showing similar progress.</p>	

FE is not showing the same progress but there has been a change in staffing and other issues that has affected this.

Gov question: Proportionally at schools what is it looking at? Would you expect to see a turbulence if for instance if there was a change in staffing?

Gov comment: It is more important to see the trend rather than a whole school issue.

Gov question: Is it the parents or staff that ask the children the questions?

Gov question: Does it assess the academic or just SEMH?

JF: It is the teacher or a TA that knows the child well that would ask the questions – it is done in school. It only assesses the SEMH element.

Gov question: Would a low score trigger a SEN assessment?

JF: Not necessarily, the important thing is that we know that child and we would also talk to staff and the SENDCO if it was felt that was the case.

Gov comment: It is fabulous to have Jayne in her post and is such an asset to the federation. She is a step away from the teachers or SLT that parents and children may feel more comfortable talking to.

HT: We couldn't get the SEMH hub up and running as it wasn't financially viable. This role is very important and it has an impact on Base Leaders, teachers and parents. Parents have sent correspondence to school asking that Jayne is thanked for her support and hard work.

Gov comment: It is important that we have this to sign post parents to and it helps the teacher to concentrate on teaching and learning. It helps if issues are dealt with at an early stage. I think it is better that you can be mobile rather than static in a hub setting.

Gov comment: The children know who you are and that you are someone that they can go to.

Gov comment: The children do talk about that it helps their mental health.

There were no further questions.

See confidential minutes for more information

Maths – CC/SW/RT

A power point was shown.

Areas that needed to improve from Autumn term are to involve parents more through workshops and to improve the quality of Maths in the Early Years. Maths has been new to the framework and so we have put this in place and have a systematic long-term plan in place for all year groups.

	<p>Curriculum expectations were discussed. We had a very successful spotlight on the curriculum that parents enjoyed. We have bought the Maths programmes – Times Table Rock Stars and Numbots which children can also do at home.</p> <p>It is important to get parents in and to break the teaching of Maths down so that it can be understood. In Early Years Maths is within everything they do throughout the classroom. This is to enable children to recognise it in everyday things.</p> <p>We have adapted the timetable for year 6. Reasoning and problem solving is to be further developed. It is important to build up stamina within Maths.</p> <p>Actions and next steps – to continue to monitor the impact.</p> <p>There were no further questions.</p> <p><u>English – KS/CH/CN</u> The update power point was shown.</p> <p>We are further developing spelling and using Purple Mash which is working effectively. We are fast forwarding spelling in year 6 using a programme called Penpals.</p> <p>Little Wandle is a new programme which will have a long-term effect on progress. It improves the quality of education in grammar, punctuation and spelling.</p> <p>The data is showing that most of our Pupil Premium are in the lowest 20% of readers.</p> <p>We are using focused time after lunch each day to pick up on any gaps with children who may not have understood something from their work that morning. Teachers identify this and spend time going over it. Volunteers are supporting the reading and SAT's practice.</p> <p>Gov question: I can see that that directly links back to the Ofsted feedback.</p> <p>It is a good amount of time, 45 mins which has made an impact on progress.</p> <p>Gov question: What are the rest of the class doing? CH: They are also doing their learning in a self-directed way. They know what they need to do.</p>	<p>NT</p>
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	<p>It is called DIRT time (Directed Improvement and Reflection Time). It is not something entirely new and the children really enjoy it.</p> <p>We have Quality Assured a new spelling programme which is already showing an impact very quickly. It has also given the staff confidence too. SEND shows work appropriately adapted.</p> <p>CPD for staff has been for the teaching of spelling, hand writing and presentation. The English team have analysed data to ensure adaptations are used and implemented.</p> <p>Gov comment: You all seem so energised and have taken on the responsibility and support each other.</p> <p><u>EYFS – CN/KS</u></p> <p>The Power Point update was shown to governors. The areas are Phonics knowledge and attainment Quality of interventions Quality and purposeful provision Parental engagement</p> <p>See confidential minutes for impact.</p> <p>They have to hit 5 out of the 7 certain areas which includes Personal and Physical Development. All children follow the Little Wandle programme, we have catch up and interventions and parental involvement through open dialogue.</p> <p>The LA advisor has visited and she saw that all pupils were confident and enthusiastic and were happy to talk.</p> <p>The provision is planned by CN and then adapted by each provision. Outdoor free-flow areas are being developed at STC and FE and at GH this has been completed. We have organised Stay and Play sessions for parents so that they can come in and see what the children are doing and learning.</p> <p>The next steps are for CN to continue monitoring and subject leads to come in the Early Years provisions to see how their subject is being taught in the Early Years framework. We are continuing to pool resources across the federation to help the budget.</p> <p>Chair: Has the parent involvement changed/improved? HT: Yes, at STC, this is positive with parents now being involved with the afterschool clubs and Federation Fridays. They have started to trust the school improvement plans.</p>	
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	<p>Everyone was thanked for their presentations and the governors said that it has all been very worthwhile and given them a better understanding and over view of where the schools are.</p> <p>Assessments, Geography, PE and Music will be during the next half term.</p> <p>CPD – you have heard from the curriculum teams that the impact of CPD is very good. Our budget is approx. £4k and we have also taken advantage of free national courses this year, which equates to approx. £6000 worth of free training.</p> <p>Gov comment: There are no concerns at GH & STC but at FE there are issues that can hamper the progress and impact.</p> <p>See confidential minutes for further info.</p> <p>All governors agreed that the presentations have been very helpful and useful, staff were thanked for their time.</p>	
	<p>Invited staff left at this point of the meeting – SW stayed for item 8.</p>	
<p>8</p>	<p>Safeguarding – update <u>Referrals – SW</u> See confidential minutes for further information.</p> <p><u>Attendance – SW</u> Attendance is very good and we are doing all we can to ensure that there are no barriers stopping good attendance. The letters we send out seem to be having an impact. The national average is 93% We have: GH – 96% STC – 96% FE – 84%</p> <p>Gov question: Is the FE percentage reflective of the earlier discussion? SW: During the last two weeks before Christmas there was an illness going around and there was a lot of children off. At FE the children only achieved a non uniform day for the first-time last week. The attendance team is taking the necessary action.</p> <p><u>Persistent absenteeism</u> GH – 4% STC – 4% FE – 15%</p>	

	<p>At FE some children are not taking part in the Residential Visit as they have said that they are going to the Great Yorkshire Show. Some children come to school following working on the farm prior to school starting; this is the families way of life and livelihood.</p> <p><u>Pupil Premium/SEN</u> This group are better than the national average at both GH & STC.</p> <p>See confidential minutes for further information</p>									
9	<p>To identify any confidential items to be excluded from the publicly available minutes. Agenda items – parts of 6, 7 & 8 Agenda item 11 – confidential</p>									
10	<p>Statutory Committee membership and Approval of Terms of Reference The committees were agreed as last year which are:</p> <table border="1"> <thead> <tr> <th>Complaints</th> <th>Pupil Discipline</th> <th>Staff discipline</th> <th>staff Dismissal</th> </tr> </thead> <tbody> <tr> <td>G Lewis - chair C Skaife J Smail H Smith</td> <td>C Skaife - chair A Broadley G Lewis</td> <td>G Lewis - chair J Smail A Broadley</td> <td>H Smith - chair C Skaife H Nelson</td> </tr> </tbody> </table> <p>The Terms of Reference were agreed and signed for the year.</p>	Complaints	Pupil Discipline	Staff discipline	staff Dismissal	G Lewis - chair C Skaife J Smail H Smith	C Skaife - chair A Broadley G Lewis	G Lewis - chair J Smail A Broadley	H Smith - chair C Skaife H Nelson	
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11	This item was discussed confidentially									
12	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: UNPF FGB 14/12/2022</p> <p>Minutes were agreed and approved by all governors in attendance. They were signed and dated as a true and accurate record.</p> <p>Amendment: HN not JS</p>									
13	<p>Matters Arising from those minutes Governors on a page Action: Governors still need to set this up and complete.</p> <p>Pen portraits for the Newsletters were discussed. Action: Governors send a head and shoulders photo and a bit of writing about themselves. CS & HS agreed to do it first.</p>	<p>FGB</p> <p>CS/HS</p>								
Standing Items										

14	<p>Health & Wellbeing See confidential minutes for further information</p>	
15	<p>Polices and Documents <u>To approve and sign</u> Business Interests – Signed by governors at the meeting. Action: Clerk to chase up those absent. Delegation to the Headteacher – approved by governors signed by chair. Information Publication Scheme Publication FOI <u>For info</u> Attendance management Capability Developing Performance Disciplinary</p> <p>All policies agreed, approved and signed by the chair.</p>	Clerk
Finance		
16	<p><u>Finance and Funding Updates</u> – The Business Manager gave an overview of the monitoring position and funding update report was given to governors.</p> <p><u>Schools Meals</u> – North Yorkshire have had to increase the Fixed Meal Price again, we do not yet know the exact cost of the federation price but we do know that it is going to around £4.00. The BM asked the governors to approved an increase to £3.50 from after February half term. This was agreed. Action: BM to draft a letter to parents from the FGB. It was also mentioned that North Yorkshire have indicated the FMP could increase again in Sept 23.</p> <p><u>Grant update</u> – HT is looking at the possibility of grants for each school of up to £5k from the Masonic Lodge. Staff have been asked to give ideas for specific projects. These will be submitted in the Spring 2 term. BM – has approached Knaresborough Lions and the Raikes and Lupton Foundation for a donation for the residential visit to help families who are going to struggle to make the payment. BM has also asked the Simon Goldsborough foundation for a donation to support after school sports clubs.</p> <p><u>Finance/Budget working party</u> – A working party is needed to look at grants and chase up the Glasshouses Mill Development funding. HS: I have chased up this funding which is part of the Sec 106 from HBC from Newby Developments. Newby have not paid HBC, if this is ever paid it would be approx. £90k to support capital projects which would be released over a period of 10 years.</p>	BM

	<p>Gov question: Would there be similar funding for STC from the Mill Field Street site in Pateley Bridge. HS: I have not raised this yet.</p> <p>The working party were informed that they would need to meet with the HT & BM after half term to discuss the budget prior to the Start Budget. Action: BM will send an email asking AB, JS & GL their availability.</p>	BM
School Improvement		
17	This confidential item was moved to the next meeting as the meeting was running very late	
18	<p>Governors Subject Area/Monitoring Visits to School – Spring Term 1 H&S – N Thompson – absent from the meeting – not completed. SCR – C Skaife – SCR checks have been completed with no issues.</p>	
19	<p>Exchange of Information /AOB– relevant to be shared Strike Action – the HT informed the governors that she believed that we would not have anyone on strike but staff were within their rights to just not turn up on the day. There is an action plan and Risk Assessment in place should we not have all our teaching staff in the schools.</p>	
20	<p>What impact have we had today on the achievement of pupils in our school? The meeting was very late and this item was missed.</p> <p>What impact have we had today on our Christian Ethos/Vision/Rights Respecting? The meeting was very late and this item was missed.</p>	
15	<p>Close of Meeting Thank you to everyone for attending.</p>	
Meeting closed at: 9.05pm		
Summary of Actions		
13	<p>Governors on a page Action: Governors still need to set this up and complete.</p>	FGB

13	Action: Governors send a head and shoulders photo and a bit of writing about themselves. CS & HS agreed to do it first.	CS/HS
15	Business Interests – Signed by governors at the meeting. Action: Clerk to chase up those absent.	Clerk
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