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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 of the Governing Board

Wednesday 22 March 2023 at 6.00pm at Glasshouses Primary

<p><b><u>Governing Body Core Functions</u></b></p> <p><b>Ensure the vision, ethos and strategic direction of the school is clearly defined</b></p> <p><b>Ensure the Headteacher performs her responsibilities for the educational performance of the school</b></p> <p><b>Ensure the sound, proper and effective use of the school's financial resources</b></p>		
<p><b>Present:</b> C Caswell, G Lewis, H Nelson, C Skaife, J Smail, H Smith &amp; N Thornber</p>		
<p><b>In Attendance:</b> A Lumley (Clerk), N Wilkinson (Deputy) S Wiseman (BL)</p>		
<p>Invited to attend the meeting up to agenda item 9. N Wilkinson – Deputy Head S Wiseman – BL at FE – EAL/PP/SEN/</p>		
<p><b>Meeting opened at: 6.00pm</b></p>		
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 the Headteacher to account for educational performance.</li> <li>• Ensuring financial health, probity, and value for money.</li> </ul> <p><b>Appoint a Chair for the meeting or FGB / or Co-Chairs for the FGB</b></p> <p>The Clerk informed the FGB that Hugh Smith and Helen Nelson nominated themselves as Co-Chairs following discussions with HT. If the governing body would be happy to run with two co-chairs?</p>	

	<p>The governors agreed to having Co-Chairs of governors and voted unanimously in favour of this option.</p> <p>Hugh Smith agreed to chair this meeting.</p> <p><b>Chair:</b> Reminder to governors of the core functions. The Chair thanked those for attending.</p>	
<b>2</b>	<p><b>Apologies for absence</b>  D Hall – personal reasons given  A Broadley – away with work</p> <p>Governors agreed to approve all apologies.</p>	
<b>3</b>	<p><b>Reminder about the essential need for confidentiality and declaration of interests:</b> Pecuniary or non-pecuniary and at appropriate times.  <b>Chair:</b> Reminded governors of the need for confidentiality.</p> <p>No BI declared for this meeting.</p>	
<b>4</b>	<p><b>To identify any confidential items to be excluded from the publicly available minutes.</b>  Agenda items – parts of 5, 8, 9 &amp; 12  Agenda items 13, 15 &amp; 16 – confidential</p>	
<b>5</b>	<p><b>Membership of Meetings</b>  Vote Co-opted appointment – Joel Smith  Update on remaining vacancies</p> <p>An application form was received from Joel Smith. He met with the Headteacher, HN &amp; HS for an interview and update on the governing body. Joel has been a governor for many years, first at the High School and latterly at Glasshouses. He left when the UNPF was formed in January 2022. A discussion took place before the governors took a vote on the Co-option.  All governors agreed and voted unanimously to Joel Smith being a co-opted governor. Joel is hoping to attend the meeting later depending on if he gets back from work in time.</p> <p>Further confidential information</p>	
<b>6</b>	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b>  UNPF FGB 25/01/2023</p> <p>Minutes were agreed and approved by all governors in attendance. They were signed and dated as a true and accurate record.</p>	

7	<p><b>Matters Arising from those minutes</b>          JS will visit FE when attending the playgroup at Lofthouse.</p> <p>Joel Smith joined the meeting. Introductions took place.</p>	
<b>Standing Items</b>		
8	<p><b>Health &amp; Wellbeing</b>          See confidential minutes for further information.</p>	
9	<p><b>Safeguarding – brief updates</b>          Attendance figures / updates          Behaviour &amp; Exclusions updates          Referrals to DSL(CP Cases, links with outside agencies)</p> <p>Attendance          NW gave headline figures and explained that the national data has just come out. During the previous academic year GH &amp; FE were higher than the national average and STC was lower. This year STC is higher than the national average in all 3 areas, GH is higher and improved in all areas, and FE is now lower than the national average.</p> <p><b>Governor Q:</b> How much is related to illness?  <b>NW:</b> We have had seasonal flu and other illnesses; the national data does take this into account. With smaller numbers of pupils, the figures are harder to reach.  <b>NW:</b> At FE there are a lot below 90% - it is not just one child. We always look at the back story of the child/children.  <b>Governor Q:</b> Do these absences tend to follow through to the High School?  <b>NW:</b> It is believed so.  <b>NW:</b> On a successful note, STC, which has had lower attendance, is now above the national average for the first time in 4 years.</p> <p>The attendance team have made a positive impact, there are robust policies in place, systems and processes which is driving this forward. The family support worker has made the awareness of good attendance important with parents.</p> <p><b>HT:</b> It is explained to children that if you are ill then you do need to be at home, and this cannot be helped. We look at all requests for time on an individual basis and they are mostly unauthorised, but we do contact parents to explain the letter and why it is unauthorised, but that this will not stop them going.</p> <p>Behaviour          Bullying, Sexual harassment or physical violence – there has been no incidents at all three schools.</p> <p>See confidential minutes for further information.</p>	

	<p><b>HT:</b> We are seeing the positive impact of the policy and systems.</p> <p>Referrals Two early help referrals and Caf Cass. No social service referrals.</p> <p>See confidential minutes for further information.</p> <p><b>Chair:</b> Are there any further questions?</p> <p>No further questions.</p>	
<b>10</b>	<p><b>Polices and Documents</b>  <u>To approve and sign</u>  Assessment  Breakfast &amp; Afterschool Club  Extra-Curricular Clubs  Managing Medicines  Pay Policy  <u>For info</u>  Marking &amp; Feedback  Staff Well-being</p> <p>All policies agreed, approved, and signed and dated by the chair.</p>	
<b>Finance</b>		
<b>11</b>	<p><b>SFVS</b>  <b>For approval to submit to LA</b></p> <p>GL has been into school and been through the checklist and SFVS with the FBM. The checklist feeds into the SFVS document. GL explained to the governors that he was shown various files and documents that are cross referenced and relate to the checklist and SFVS. He stated that the FBM does a very good job and the information in the checklist and SFVS is accurate, and all the files and references in the checklist and SFVS were very detailed. He has no hesitation in recommending that the SFVS is signed off by the FGB and submitted to NY.</p> <p>The FGB agreed the SFVS, and it was signed and dated by the Chair.</p> <p><b>Action:</b> The SFVS will be submitted to NY (Veritau)</p> <p><b>Action:</b> The chair is happy to undertake governor finance training when the next sessions are listed.</p>	<b>FBM Clerk</b>
<b>12</b>	<p><b>Budget</b>  February Monitoring Report  Funding updates  Staff Absence  Meeting to discuss SB prior to next FGB</p> <p>The February monitoring report has been given to governors and a brief verbal updated was given to governors.</p>	

	<p>The chair is still trying to chase up the Sec 106 money due to GH from Newby developments.  <b>Action:</b> Now the authority is one Unitary authority he will continue to follow up with NY.</p> <p>FBM has sent grant applications to the Freemasons for all three schools, and it is hoped to hear back from them late May early June.</p> <p>Traded Services for the start budget.  The FBM asked governors if they agree to the continuation of previous years subscriptions to the traded services at the LA.  The governors agreed to this.</p> <p>See confidential minutes for further information.</p>	<p><b>Chair (HS)</b></p>
<b>School Improvement</b>		
<p><b>13</b></p> <p><b>CS left the meeting</b></p>	<p><b>Confidential agenda item</b></p>	
<p><b>14</b></p>	<p><b>Safeguarding Audits</b>  <b>For approval to submit to LA</b>  All governors have received the audits and CS the Safeguarding Governor has had the completed audits for comments back to the HT and staff. It is a rag rated document and has been QA by the HT.</p> <p>Various leadership teams have completed their areas of the audits - one per school along with Kellee Osbourne the LA Safeguarding Officer. She will also complete an in person visit to STC and FEL. There is an action plan to address any areas ; most actions have already been addressed. She has been impressed with our practice and took this back to the LA.</p> <p>The governors approved the audits for submission to the LA.</p> <p><b>Action:</b> FBM will submit the audits.</p>	<p><b>FBM</b></p>
<p><b>15</b></p>	<p><b>Confidential agenda item</b></p>	
<p><b>16</b></p>	<p><b>Confidential agenda item</b></p>	

17	<p><b>Governors Subject Area/Monitoring Visits to School – Spring Term 2</b>  H&amp;S – N Thompson  The 1<sup>st</sup> month premises checks are undertaken by FBM and they are seen by the HT and NT (H&amp;S governor). They highlight areas that need attention at the time of the check.</p> <p>We also do first aid first of the month which includes an accident analysis. This checks if there are any patterns or areas of concern.</p> <p>In addition to the 1<sup>st</sup> month checks the H&amp;S advisor visits each term to check on various areas. Their visits are:  Paperwork checks  Physical H&amp;S inspection of sites  Fire RA’s and paperwork.</p> <p>Governors are welcome to take part and look at any of the 1<sup>st</sup> month checks if they wish – please just make an appointment. The safeguarding governor completes visits monthly to QA. The H&amp;S governor is involved in the 1<sup>st</sup> of the month for premises, H&amp;S checks.</p>	
18	<p><b>Exchange of Information /AOB– relevant to be shared</b>  None.</p>	
19	<p><b>What impact have we had today on the achievement of pupils in our school?</b>  Staff are doing everything that they can to support the pupils both at home and school. Governors are aware of this through the FGB meetings.</p> <p><b>What impact have we had today on our Christian Ethos/Vision/Rights Respecting?</b>  Governors recognise that schools are asked to take on more and more and this is understood by the governors. Staff across the federation work tirelessly to ensure the pupils welfare is at the heart of everything.</p>	
20	<p><b>Close of Meeting</b>  Thank you to everyone for attending.</p>	
<p><b>Meeting closed at: 8:10pm</b></p>		

<b>Summary of Actions</b>		
<b>11</b>	<p><b>SFVS</b>  <b>Action:</b> The SFVS will be submitted to NY (Veritau)</p> <p><b>Action:</b> The chair is happy to undertake governor finance training when the next sessions are listed.</p>	<p><b>FBM</b></p> <p><b>Clerk</b></p>
<b>12</b>	<p><b>Budget</b>  <b>Action:</b> Now the authority is one Unitary authority he will continue to follow up with NY.</p>	<p><b>Chair (HS)</b></p>
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