



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 17 May 2023 at 6.00pm at St Cuthbert's CE Primary School

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: C Caswell, G Lewis, H Nelson, C Skaife, J Smail, H Smith, N Thornber & N Wilkinson (Associate Member)

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

Invited to attend the meeting up to agenda item 10.
 S Wiseman -EAL/PP/SEN

Meeting opened at: 6.05pm

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 the Headteacher to account for educational performance. • Ensuring financial health, probity, and value for money. <p>Hugh Smith is chair for this meeting.</p> <p>Chair: Reminder to governors of the core functions. The Chair thanked those for attending.</p>	
2	<p>Apologies for absence</p> <p>D Hall – personal reasons given</p>	

	Governors agreed to approve the apology.	
3	<p>Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times.</p> <p>Chair: Reminded governors of the need for confidentiality.</p> <p>Interest declared for this meeting – agenda item 15 will be moved to the end of the meeting to allow staff to leave.</p>	
4	<p>To identify any confidential items to be excluded from the publicly available minutes.</p> <p>Agenda items – parts of 5, 8 & 9 Reports from agenda item 12 Agenda items 14 & 15 – confidential</p>	
5	<p>Membership of Meetings</p> <p>Update on Co-opted appointment and Foundation appointment</p> <p>GL: Informed the governors that he is currently pursuing a possible foundation governor.</p> <p>HT: I have met with an applicant, and they now have the capacity to join the governing board but was unable to attend meetings until 12th July.</p> <p>Action: HT to arrange a meeting/interview with him and HS/HN following references received. The governors can formally co-opt at the meeting on the 12th July if in agreement following the meeting/interview.</p> <p>See confidential minutes for information regarding interest from an Upper Nidderdale resident for a governor position.</p> <p>HT: He could be an associate member if governors agree to this.</p> <p>Gov Comment: If they are a professional person maybe it would be a good idea to bring someone on board from the community.</p> <p>Action: Clerk to send application form to the individual so that governors can arrange to meet with them.</p>	<p>HT/HS/HN Clerk</p> <p>Clerk</p>
6	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</p> <p>UNPF FGB 22/03/2023</p> <p>Minutes were agreed and approved by all governors in attendance, except for amendment requested by AB to state</p>	

	<p>the community numbers and LA numbers for pupils at FE did agree.</p> <p>They were signed and dated as a true and accurate record with amendment.</p>	
7	<p>Matters Arising from those minutes No matters arising.</p>	
Standing Items		
8	<p>Health & Wellbeing See confidential minutes.</p>	
9	<p>Safeguarding – brief updates Attendance figures / updates Behaviour & Exclusions updates Referrals to DSL(CP Cases, links with outside agencies)</p> <p><u>Attendance</u> SW: Gave an overview of the autumn term and spring term.</p> <p>GH – A 95.3%:S 93.4% STC – A 96.1%:S 94.6% FE – A 84%:S 93.7%</p> <p>There has been a lot of work gone in to drive up attendance and it is shown in the figures.</p> <p>The national figure is 92% and all three schools are above national.</p> <p>Persistent absence nationally is 22.5%. GH – 11.7% STC – 14.5% FE – 21.4% We have had a good, marked improvement and our monthly tracking and attendance policy which was put into practice have all played a part in the improvement.</p> <p>Four parents have received letters. The first letter is a support one and the second letter is to say that we are on the case. Chair: How did the parents respond to the letters? SW: Initially upset and didn't like it but they are much more accepting now it is understood that it is government led and not just the school. Chair: What about the children? NW: We have a whole school approach and discuss the importance of attendance. We can match the data to persistent absence which results in lower achievement.</p>	

	<p>HT: The policy is having a positive effect. Gov Question: As we have small numbers should it be in days rather than percentage? HT: Government give a 90% benchmark. Gov Question: Should we see numbers and not just percentages? NW: In line with government guidelines, it is percentage. HT: We do talk individually about children such as numbers, pupils with Sen/Pupil Premium etc.</p> <p>See confidential minutes for further information.</p> <p><u>Incidents to report</u> CS: We have had a lockdown incident at FE. A dog got into the playground. HT: The dog belongs to a child at school. Nobody was hurt. But no dog should be allowed or accepted into school or the playground. Following the incident actions have been taken. Policies and Procedures have been updated, the fencing will be made higher and 2-way radios are being used. We have strengthened procedures because of it.</p> <p>In September the inset day will be around safeguarding again, and we have external providers to deliver this. Action: If governors would like to attend, please let the Clerk know</p> <p>HT: The Safeguarding Audit was submitted, Kellie Osbourne met me at FE and STC to review and quality assure the information that we had in the audit. It was a positive review, and our systems are robust and rigorous, but we can always do more. To strengthen our safeguarding, we are completing scenarios at the staff meetings together and staff are finding this useful.</p>	Governors
10	<p>Health and Safety (incl premises) NT (H&S governor): The fence at FE drops down as it goes along the footpath. The road and stone wall are higher than the level of the playground and therefore as it drops down the fence is lower on the roadside. There is also an electric box on the roadside, and this coupled with the lower fence has given the dog a step up to enable it to jump into the playground. The owners have been asked to keep the dog tied up as it appears to have free reign of the village.</p> <p>An order has been placed to add a section to the existing fence to make it higher. Meanwhile the children are using the rear field. Following a walk around the field it has been noticed that there is also some maintenance that will be</p>	

<p>SW left the meeting</p>	<p>completed to the rear fence as there are broken areas causing gaps in the fence.</p> <p>There is a bush in the front playground (hawthorn type) but we have made the decision to keep the bush as it offers a bit more security and the children do not play near to the bush.</p> <p>HT: We have reminded staff that H&S is everyone's responsibility and children do notice things. Everyone should be aware, and anyone can take action.</p> <p>Gov Question: Is there a pupil leadership group?</p> <p>HT: We have thought about this, and they could take part in the 1st month checks.</p>	
<p>11</p>	<p>Polices and Documents <u>For info</u> CPOMS DSL Supervision</p> <p>Gov Question: What is CPOMS and DSL? A: Child Protection online Monitoring System Designated Safeguarding Lead</p> <p>Gov Question: Could the policies have the full names on the front so that we understand what they are? NW: Yes, I can do that. Action: NW will change the policy front pages</p> <p>All policies agreed, approved, and signed and dated by the chair.</p>	<p>NW</p>
<p>Finance</p>		
<p>12</p>	<p>Outturn Reports 2022/2023 Approve Start Budget and forecast 2023/2024 All governors received the outturn reports draft start budget and a written report from the FBM.</p> <p>HT: The finance working party (HS/GL/JenS) met with HT and BM to go through the Start Budget scenarios that had different staffing and class structure implementations.</p> <p>The background to this will be discussed under item 15.</p> <p>They are proposing that the FGB approve the draft start budget sent with the agenda.</p> <p>FBM: You can see from the Start Budget report that we have now been able to move the overall deficit budget on for one more year. We had predicted a deficit at the end of 23/24 at the Revised Budget but now this has been moved on to end</p>	

	<p>of year 24/25 with a much smaller deficit. This is in part due to larger carry forward that is explained in the report. We do however still have an overall deficit predicted at the end of the 3 yr forecast 25/26. This is something that we must formulate a plan for and whilst a lot can happen in that 3-year period we need a plan to reduce the deficit. We are not alone and the national picture is that most schools are in this situation and some sooner than us.</p> <p>Governors approved the Start Budget 2023/2024 and forecast budget. Thanks was given for the hard work on the budget.</p> <p>Action: FBM to submit to NY.</p> <p>The confidential report contains further detailed information.</p>	FBM
13	<p>Funding Updates <u>Glasshouses Mill</u> CofG/HS: I am still chasing the Section 106 funding and they are wanting to build the new properties before releasing the funding. They only need to sell one more property in the old mill before they would have to pay the funds under the section 106. They are asking for this to be deferred. I have asked for an update on the situation.</p> <p><u>Masons bid</u> The local member has recommended the funding applications, and this now has to be agreed by the local lodge. We should know by early June. We have asked for ipads at FE, Outdoor gym equipment and reading shed area at GH and furniture for the meeting room at STC.</p>	
School Improvement		
14	Confidential agenda item	
15	Confidential agenda item Moved to end of meeting so that staff can leave.	
16	<p>SATs and Performance, SDP draft for 2023/2024 HT: SAT's have happened, and the data will arrive towards the end of the summer term. It has been highlighted in the news. They were tough papers, and the threshold may be lowered.</p> <p>We do not know at this stage but be prepared that we may not have met predictions.</p>	

	<p>A governor helped with some of the SAT's sessions, so our procedures have been observed.</p> <p><u>School Development Plan</u> HT: We are currently working on this with staff. Discussed SDP 1 All pupils make good progress. 2 Ignite the curriculum. 3 Subject focus (possibly Maths) 4 Leadership – developing succession planning – we have started this work already.</p>	
<p>17</p>	<p>Marketing and PR HT: Pupil numbers are low and this was shared with the working party last week. Action: HT will send NY predictions to governors. We are pushing everything – Facebook, newspapers, other social media avenues. The nursery advertising is already seeing improvement for September. There are less pupils in general and it is a declining trend. Can we do anything else? JenS: I have offered to do mail drops and it would be good if other governors could help. Action: Copy documents for mail drop – FBM will let JS know when ready to co-ordinate with other governors</p> <p>Gov comment: could we do a focus on the Head etc for the press? Gov comment: Could we forge a relationship with Sunflowers? Leave Toddler Group and school leaflets? It is unlikely they would allow us to leave nursery leaflets.</p> <p>Gov comment: We could do a Wikipedia History of the school ie. what are we doing now. Could be used as a project for the children. HT: Great idea – do you have capacity? Action: JS to meet HT summer term to arrange.</p> <p><u>Fundraising</u> PTA are starting events again. Perhaps this could lead to a trail run event which would bring in bigger funding. Action: HT to contact Ellie Cook and Mel White.</p> <p>CC: We are speaking with the school games co-ordinator for the area regarding sporting events in the area. We have arranged a football festival for the federation which will be held at Glasshouses Cricket Field.</p>	<p>FBM/JenS</p> <p>HT/JoelS</p> <p>HT</p>
<p>18</p>	<p>Governors Subject Area/Monitoring Visits to School – summer term 1</p>	

	<p>JenS: I have made a support visit to FE, and it was lovely, but the limitations are obvious. Staff are doing the best that they can.</p> <p>English: Not yet met, it is planned for 24th May.</p> <p>Early Years advisor has been to STC and GH.</p> <p>Outwood English Hub – a meeting has been completed and we are green in all areas.</p>	
19	<p>Exchange of Information /AOB– relevant to be shared Chris Thompson (Mayor) sent an email to school saying that they had really enjoyed the Coronation events and to say thank you for the invite. Action: HT will forward email to governors.</p>	HT
20	<p>What impact have we had today on the achievement of pupils in our school? Discussions around class structures and the School Development Plan.</p> <p>What impact have we had today on our Christian Ethos/Vision/Rights Respecting?</p>	
Nw/CC/NTh left the meeting		
15	Confidential agenda item	
21	<p>Close of Meeting Thank you to everyone for attending.</p>	
Meeting closed at: 8:15pm		

Summary of Actions		
5	<p>Action: HT to arrange a meeting/interview with an applicant HS/HN following references received. The governors can formally co-opt at the meeting on the 12th July if in agreement following the meeting/interview.</p> <p>Action: Clerk to send application form to the interested Upper Nidderdale resident so that governors could discuss the possibly and meet with them.</p>	<p>HT/HS/HN Clerk</p> <p>Clerk</p>
9	<p>Action: If governors would like to attend the inset day, please let the Clerk know</p>	Governors
11	<p>Action: NW will change the policy front pages</p>	NW
12	<p>Action: FBM to submit the Start Budget to NY.</p>	FBM
17	<p>Action: copy documents for mail drop – FBM will let JS know when ready to co-ordinate with other governors</p> <p>Action: JS to meet HT summer term to arrange the Wikipedia project.</p> <p>Action: HT to contact Ellie Cook and Mel White regarding fundraising.</p>	<p>FBM/JenS</p> <p>HT/JoelS</p> <p>HT</p>
19	<p>Action: HT will forward email from C Thompson to governors.</p>	HT