



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 12 July 2023 at 6.00pm at Glasshouses 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: D Hall, G Lewis, H Nelson, C Skaife, J Smail, H Smith, J Smith, N Thompson, N Thornber & N Wilkinson (Associate Member)

In Attendance: A Lumley (Clerk)

Meeting opened at: 6.03pm

Number	Item	Action
1a	<p>Membership of Meetings</p> <p>An application has been received. HN, HS and NT have interviewed (via TEAMS) dor the Co-opted position. Reasons were sought for becoming a governor. He informed that he would like to be involved with small schools. He is highly experienced and has been a previous head, is an Education Consultant and has previously been a LLE (Local Leader in Education and inspector.</p> <p>HS & HN informed the governors that he would bring lots of experience to the governing board and would be an excellent co-opted choice. They recommend him for the position.</p> <p>Gov question: Why would he be a good choice if he does not live locally?</p> <p>HT: He has good skills set and would bring expertise to the governing body.</p> <p>Gov comment: He has good experience and principles of excellence.</p> <p>CofG HS: He has the skill set to take us on the next part of our journey.</p>	

	<p>The motion to take a vote on the co-option was: Proposed by: Hugh Smith Seconded by: Helen Nelson</p> <p>Following a vote, A Neal was co-opted for a 4-year term of office.</p> <p>A Neal was unable to attend this evening, but he will attend in the autumn term.</p> <p>CofG HS: We have had a request from another candidate and at the last meeting we suggested that if he sent in an application that he could be considered for an Associate Member position. The applicant detailed he would like to be governor of Fountains Earth school rather than the Federation. The Clerk had contacted the applicant to advise the position was for the Federation, not one school. He sent an application, and we took up both references. We have not had a meeting/interview with him yet. He has been a governor at a high school previously. The governors were happy to continue with an interview.</p> <p>Action: An interview will be set up with HN, HS & NT. Following this, the Chairs and Head will make the decision and inform governors at the next meeting.</p>	HS/HN/NT
1b	<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>A Broadley – is away with work. C Caswell – is away on the school residential. Governors agreed to approve the apologies.</p>	

3	<p>Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times. Chair: Reminded governors of the need for confidentiality.</p> <p>Item 19 - Interest declared for this agenda item –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. Agenda items – parts of 7,8, 14 Reports from agenda item 12 Agenda items confidential</p>	
5	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: UNPF FGB 17/05/2023</p> <p>Minutes were agreed and approved by all governors in attendance.</p> <p>They were signed and dated as a true and accurate record with amendment.</p>	
6	<p>Matters Arising from those minutes No matters arising.</p>	
School Improvement		
7	<p>Headteacher’s Report – School on a Page See confidential minutes for some information. Action: the document will be sent out to governors after the meeting.</p> <p>The data has just come into schools. Areas to highlight from the early data were discussed as follows. Data information will be released in Autumn Term.</p> <p>STC (Data Priority 1) There has been good progress in each area. From monitoring the number in early years, phonics and reading were concerning from previous years.</p> <p>Development (priority 2) Vulnerable pupils & Pupil premium strategy have been shared with the relevant governors. There are a few that are performing well but most need extra support. Children need resilience and we are investing in that area in 2023/2024.</p>	HT

	<p>Spelling Punctuation and Grammar (priority 3) Very pleasing improvement and have made good progress. Next steps are looking at a different approach with English and we need to ignite the love of English. We are looking to use a different approach to English and incorporate training from an external English consultant for the inset day in September.</p> <p>SDP priority 4 Staff are completing QA in their area and are signing up to complete the NPQ's in specialist areas. Some have done this last year, each person doing a course receives £800 per person for the school which will be ring fenced for CPD.</p> <p>We will be working with the Diocesan Advisor this autumn on the SIAMS inspection updates. Action: If the Foundation governors could attend this would be good – NW to send dates as part of the CPD calendar</p> <p>GH (Data Priority 1) Good progress in Early Years, Phonics and KS2 areas. The development points have been successful.</p> <p>UNICEF Rights Respecting – we have had a re accreditation visit for our Gold status. The report will be published by UNICEF in due course.</p> <p>Gov question: are the other schools going to do the Rights Respecting? HT: Yes, NW has been working with FE and STC to work towards Bronze. The children are starting to carry out community projects. GH children are inviting older people in the community to come in to school for coffee and play games each Monday am.</p> <p>Next steps are looking at interventions and boosters in September.</p> <p>School Development Plan priority 4 is the same for the federation.</p> <p>HT: Any further questions regarding GH? There were no further questions.</p>	<p>HT/NW/DH/GL</p>
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	<p>FE We have included induction CPD for supply teachers on long term supply. Attendance has improved and Upper KS2 achieved the national standard. This information could identify pupils due to small cohorts therefore is in confidential minutes.</p> <p>Gov comment: FE are benefitting from the leadership across the federation. HT: Yes, staff implement plans for FE and support the teaching and booster sessions.</p> <p>Gov comment: Because of the development for staff and the extra qualifications will staff want to move? HT: They are to enhance the quality of teaching and learning and ultimately the outcomes for pupils. Performance Management conversations have taken place. We would have to manage the situation if staff did move.</p>	
8	<p>Data and Outcomes Action: The data info will be put on to teams.</p> <p>The headteacher reported on the data and the comparative date set was shown for 2019/2022/2023. STC</p> <p>Good Level of Development percentage shown – we can see improvements (EYS judgement were moderated) which is a positive picture. Little Wandle phonics program has been used and helped this improvement. Gov comment: It looks like science is doing well. NW: Yes, it is. 100% Agen Related Expectations. This is due to the work of the Subject Leadership Teams. HT: We have further work to do in multiplication, but the maths subject leadership team have plans in place.</p> <p>The government has dropped the threshold measure this year and we have made significant gains in KS2. We applied for special consideration for some children, but it wasn't awarded. These children have missed out during covid, and school is appealing two of them.</p> <p>GH This is a similar picture. Early Years was moderated alongside an advisor. The Year 2 cohort has a high Percentage of SEN children and KS1 is making good progress. Gov comment: Writing is good 10% above national average.</p>	Clerk

	<p>KS2 are making good progress.</p> <p>Each school has made good progress and good attainments, but in different areas. We have made significant gains.</p> <p>FE Figures are provided in the confidential minutes as this information could identify pupils due to small cohorts.</p> <p>CofG: Thank you very much, there has been lots of hard work undertaken.</p> <p>HT: As a governing body do you feel we are achieving what we set out to achieve in our School Development Plan.</p> <p>CofG: Yes, when you look at what we are achieving against the national average we are making huge gains. We have had lockdowns and it is very good considering and it has taken hard work to achieve this.</p>	
9	<p>School Development Plan The Headteacher reported on the initial SDP priorities for 2023/2024.</p> <p>The Joint Development Plan and priorities were shared with governors. We have had 2 full curriculum days where all subject leaders came together to discuss SEF and SDP together. The curriculum intents were amended, additional curriculum plans made.</p> <p>HT: Are there any questions and comments?</p> <p>CofG: I can see that 'Ignite' is used and I can see the enthusiasm in yourself and the teachers, the children are enthused, and they talk about outside of school at Cubs.</p> <p>HT: Nidd High came to our schools to complete the transition talks with Year 6. Mrs Beard commented on the positive attitude of all 3 schools and in particular GH. She said that she has never seen a Year 6 group work together so well as the Year 6 at Glasshouses.</p>	
10	<p>Governors Subject Area/Monitoring Visits to School – summer term Monitoring reports have been received.</p> <p>HN: Has added her reports to teams and will email to HT.</p> <p>HS: Geography – Met with Mrs Tropia and Mr Wiseman. There are links between Geography, Maths, History and Science. They discussed in depth how the 2 year rolling program has been developed.</p>	

HN: Visited Mr Wiseman, Miss Sullivan, MR Caswell and Mrs Wilkinson. The Inclusions staff team have been trained and upskilled as it was identified that the staff were very aware of SEN needs; not just the SENDco.

We are above national average for SEN in all 3 schools. Money is well spent in this area on intervention strategies. The training for TA's is more specialised knowledge based. There is Quality Assurance that this is happening.

JSmith: Has completed his visits but not completed his report.

There was a discussion about what is happening with PE. The challenge at FE is due to there are not enough children with small cohorts. The funding is used for Kanga Sports, and we have plans to continue the 3 school outdoor Education days. Discussion around other schools for projects and competitions. The PE Lead is planning inter school competitions and PE sessions at the High School.

We have received funding from the Simon Goldsborough Foundation which has enabled us to run sports clubs and football. The HT has sent a thank you letter to them. This has meant that the clubs were run free of charge and in the current climate this has helped numbers at the clubs and reached out to more children than it would have if there were a cost.

We held a football festival (organized by Harrogate Sports Partnership) at GH cricket pitch where other schools were invited. The other schools did not attend. Despite this it was a very successful day.

J Smail: Early Years

A visit to GH and in particular the outdoor provision was looked at, which is good.

STC – is an improving picture as it has moved to the back playground and is more accessible.

The program used to report to parents in Early Years has been moved from SeeSaw to Tapestry.

English: JS said she was struck by how universal it was across the three schools. Same books and structure, the reading areas are lovely, and the children really enjoy these areas. There are keep up groups and intervention groups for phonics. There is a push on spelling,

	punctuation and grammar and a visit to see the outcome of that will be made.	
11	<p>Marketing and PR update There are PR leaflets ready to go out in September, J Smail will post locally to advertise the open days in October.</p> <p>Governor volunteers are needed for the open days. Action: Send governors the open day dates.</p> <p>They will be advertised on Facebook and locally to Sunflowers, Mumbler, Newspapers etc.</p> <p>Action: Marketing team and communications to be a continued meeting agenda item.</p>	<p>HT/Clerk</p> <p>CofG/Clerk</p>
Finance		
12	<p>Monitoring Report Changes since start budget All governors have received the reports which detail the differences since start budget. It is still early in the budget year and there are always changes in September which are picked up at Revised Budget.</p> <p>FBM asked if there were any questions?</p> <p>Governors had no questions.</p>	
Standing Items		
13	<p>Health and Wellbeing</p> <p>HT reported: Curriculum days were very well received by staff, they really appreciated that time to do the work during the working day. It gave them the opportunity to work together. Birthday days and Christmas shopping days are still being taken and these wellbeing days are well received. FE- we created a small staff area and bought a bistro style table and stools.</p> <p>STC - the staff room was not very welcoming; it was messy and some areas in need of a spruce up. The room had not been invested in for 20yrs plus. There was no table to sit at. We have cleared it all out and put in a meeting table/lunch table, put up positive</p>	

	<p>quotes, plants etc and bought new crockery and cutlery. This is also being decorated in summer.</p> <p>Gov question: How have staff responded to this?</p> <p>HT: Everyone was very pleased with it and said thank you.</p> <p>GH - The staff room is also getting a re-vamp. We have ordered new tables and chairs, crockery, and cutlery too to help improve staff wellbeing. The leadership office is being redecorated in the holidays.</p> <p>NW: This year we moved sports days earlier in the summer term so that everything isn't at the end of the summer term.</p> <p>HT: The school production was also paired back as it is too much for staff and children to do at the end of a busy year. We are doing an end of Year 6 event for leavers. Everything is much calmer and children and staff have commented positively.</p> <p>CofG: Asked the HT regarding her own wellbeing and HT said that she was fine and thanked the CofG.</p>	
<p>14</p>	<p>Safeguarding – brief updates</p> <p>Attendance figures / updates Behaviour & Exclusions updates Referrals to DSL(Child Protection Cases, links with outside agencies Incidents to Report</p> <p><u>Attendance</u> Persistent absenteeism notational figures have been published on 4th July.</p> <p>GH 95.8% Attendance 6.12% persistent absenteeism (National 17.1%)</p> <p>Last year GH was 15.52% persistent absenteeism.</p> <p>National average for attendance is 92.6% but we have only 2 children under 90% for the whole year.</p> <p>STC 95.23% Attendance 8.16% Persistent absenteeism – last year was 22.5% 0% absence for SEN/EAL</p>	

	<p>FE Due to low numbers, which could identify individuals the data is in confidential minutes</p> <p>CofG: These are excellent for GH and STC well done. What have you implemented to make this huge improvement?</p> <p>NW and HT: We implemented a new policy last September. This was not well received initially, but we have worked through it. The Family Support Worker has helped to support families. We send letters and give attendance a high profile. It is difficult as it is not the child's fault and sometimes people are just ill. Behaviour has improved and children are enjoying school and they are finding the curriculum exciting and enjoyable.</p> <p><u>Behaviour & Exclusions</u> See confidential minutes for information.</p> <p>Referrals See confidential minutes for information.</p>	
15	<p>Health and Safety (incl Premises) The governors received and updated report on premises issues and works that have been undertaken and due to be undertaken over the summer break. Governors had no further questions. CofG: Thanked FBM for the hard work with these projects and for the information report to governors.</p>	
16	<p>HKR Locality Board Updates (Harrogate, Knaresborough & Ripon)</p> <p>HT explained to the governors the remit of the locality board. They are allocated a set amount of money which is spent on the areas needed. The Federation has signed up to projects in the past and we have just signed up to an SEMH project to fund additional support. The recent Locality Board event has been cancelled and is now in September. HT informed the governors that she is a member of the Harrogate, Ripon and Knaresborough board.</p> <p>Action: The projects will be shared with the SEN governor by the Inclusion team and SENDco.</p>	NW/HN
17	<p>Policies and Documents For info CPOMS</p>	

	<p>DSL Supervision For Approval Budget Management -this was approved, signed and dated. Uniform – the uniform policy has been developed over the past few weeks involving staff and governors. This was approved signed and dated.</p>	
18	<p>Approval of Residential Visit 2024 HT:</p> <p>Our children are currently in East Barnby and due to the weather conditions, they have had to change a few of the activities.</p> <p>Year 5&6 go to East Barnby- and will go again next year if governors approve this.</p> <p>Year 3 & 4 – we are looking at taking these year groups to Nell Bank at Ilkley for 1 night to give them a taster of a residential visit.</p> <p>Discussion took place about the activities at both residential visits.</p> <p>The governors present approved both visits.</p> <p>Gov question: Is there a different ratio for the lower year groups? NW: No, it is the same for all KS2 year groups.</p> <p>HT: The ratios are always higher than they need to be. We don't ask for parent volunteers we use our staff. If governors would like to volunteer, please let us know.</p>	
20	<p>Confidential Item See confidential minutes.</p>	
21	<p>What impact have we had today on the achievement of pupils in our school? Discussions around class structures and the School Development Plan. Data improvement and staff CPD has had a positive impact.</p> <p>What impact have we had today on our Christian Ethos/Vision/Rights Respecting? We are doing the right thing honourably and the Koinonia values show in our decisions.</p>	

	Staff members left the meeting.	
19	Exchange of Information /AOB– relevant to be shared. HR information moved to end of meeting to allow staff members to leave. See confidential minutes.	
21	Close of Meeting Thank you to everyone for attending.	
Meeting closed at: 8.25pm		
Summary of Actions		
1a	Action: An interview will be set up with HN, HS & NT.	HS/HN/NT
7	Action: the data information will be sent out to governors after the meeting. Action: If the Foundation governors could attend the training would be good – NW to send dates.	HT NW/DH/GL
8	Action: The data info will be put on to teams.	HT/Clerk
11	Action: Send governors the open day dates. Action: Marketing to be a continued meeting agenda item	HT/Clerk CofG/Clerk
16	Action: The projects will be shared with the SEN governor by the Inclusion team and SENDco.	NW/HN