



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 4 October 2023 at 5.30 pm at St Cuthbert's CE Primary School

<p>Governing Body Core Functions</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 (virtually), C Caswell, A Neal, H Nelson, C Skaife, J Smail (virtually), H Smith (virtually), J Smith, N Thompson, N Thornber & N Wilkinson (Associate Member)</p>		
<p>In Attendance: A Lumley (Clerk)</p>		
<p>Meeting opened at: 6.10pm</p>		
Number	Item	Action
	<p>It was agreed that this meeting would be a hybrid meeting with A Broadley, H Smith and J Smail attending on Teams.</p> <p>The meeting was chaired by Helen Nelson.</p>	
1a	<p>Membership of Meetings</p> <p>Introductions were given – A Neal new Co-opted governor.</p>	
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>Chair: Reminder to governors of the core functions. The Chair thanked those for attending.</p>	

2	<p>Apologies for absence D Hall – has a church meeting. G Lewis – on holiday. 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>No declarations.</p>	
4	<p>To identify any confidential items to be excluded from the publicly available minutes. There are no confidential agenda items however there may be parts of some agenda items deemed confidential.</p>	
5	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: UNPF FGB 12/07/2023</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.</p>	
6	<p>Matters Arising from those minutes No matters arising.</p>	
School Improvement		
11	<p>Consideration of the viability of Fountains Earth CE Primary School, Lofthouse and next steps CofG: It has been a long process looking for solutions. Financially we have not come up with a solution. HN explained the options that have been looked at by the governing body and working group and have been discussed with NYC. De-federation and consultation on amalgamation have been considered. De-federation was not a viable option and amalgamation of Fountains Earth with St Cuthbert's, as two CE schools would ultimately have the same outcome as a consultation to close the school.</p> <p>At the point of looking at these options there were small pupil numbers on roll and now we have no pupils.</p>	

Governors were reminded of the information on what has been looked and discussed since the first request to consult went to NYC last year.

Q: Would defederation have been a better option?

A: No, defederation would leave the school without teachers and governors and in those circumstances NYC would step in and close the school.

Q: Who would we consult with?

A: The community and stakeholders. If a request to consult on closure is approved then NYC will lead and manage the consultation process.

CofG: There were no pupils when we came back in September, we thought possibly there might be one, but there were none.

As discussed, we have looked at the options available to us, but nothing has been a viable option. We will need to vote on whether to make a request to NYC to consult on closure.

Comment: If the school remains open with no pupils it will not suddenly fix itself.

CofG: Historically it was forecast to have 11 pupils on role for the year 2023/2024. There are no new pupils coming through for this year.

A discussion on the future pupil numbers took place.

HS: There will be no funding for the school from 1st April 2024. Therefore, there would be no budget for the FEL building from 1st April 2024.

If the school closed, the building and premises would then go back to NYC and the Diocese to manage.

CofG: We have tried to build bridges with the parents, and we did go back to meet them in July. There has been a lack of trust which we have sought to rebuild.

CofG: We now need to take a vote on whether to request that NYC consults on the closure of Fountains Earth, Lofthouse CE Endowed VC Primary School.

The vote was:

Proposed by: Helen Nelson

Seconded by: Chris Skaife

The governors agreed to take a show of hands.

	<p>Governors were asked for a show of hands for those in favour to consult on closure of Fountains Earth, Lofthouse CE Endowed VC Primary School.</p> <p>It was a unanimous show of hands from the governors therefore the vote was carried.</p> <p>Action: HS will contact Andrew Dixon from NYC and Richard Noakes from the Diocese this evening.</p> <p>Action: Letters will go out to the parents at both GH & STC tomorrow. Emails will be sent to Upper Nidderdale Parish Council, Pateley Bridge Town Council, Julian Smith MP, NYC Cllr Andrew Murday, Sunflowers Day Nursery and Nidderdale High School.</p> <p>There is a press statement ready if required and this will be issued by NYC if they are approached.</p> <p>Everything should be referred to the NYC media contact who will own and administrate this process.</p> <p>The proposal to consult will go to Cllr A Wilkinson at NYC.</p> <p>A date will be set by NYC for a public meeting.</p>	<p>HS</p> <p>Clerk</p>
<p>7</p>	<p>Performance Management Information All performance management meetings have taken place for teaching staff. The HT date still needs to be set.</p> <p>Anonymised information was given to governors as part of the Headteacher's report to governors.</p>	
<p>8</p>	<p>Headteacher's Report – School on a Page HT report is a confidential report. HT: At the first meeting each term you will receive a written report and the second meetings each term it will be verbal.</p> <p>*As per the agreed format of the meetings, there will be 3 key areas from the report to discuss in detail and respond to questions about the report from governors. We have had a busy proactive and positive start to the year. Nidderdale Show was very positive and we met other local groups in the marquee and have had some free school visits arranged as a result. We were there as UNPF and lots of people came to as us which school we were which offered openings for conversation.</p>	

Since summer we have welcomed 7 more pupils to GH which we were not aware of in July. They are from all year groups, some from other schools in the local area and some from families moving to the area.

At STC we have admitted 6 new pupils all who have moved into the area.

Our first training day in September was for Safeguarding Updates/training and Chris Skaife (Safeguarding Governor) joined us.

GH have been re-accredited for Gold Rights Respecting School. It is the best safeguarding and personal development work a school can do. We have a press release but we are struggling for the press to engage.

SEN- NW is supporting a SENDco at another school and sharing good practice.

Curriculum – In the summer term the comparative data set was shared.
Curriculum intents – English and GP&S have been changed to reflect the needs of the schools.

We worked with a consultant, Philip Webb, an English consultant for our second training day.

Comment: I have worked with him as a Head in the past and he is very good.

HT: He has worked with a lot of flagship schools.

CofG: If you continue to do the same you get the same results – it is good to be trying alternatives.

The Maths intent has also changed and long-term plans were discussed.

The foundation subject focus is on History, Geography, Art and DT next term.

CC explained the changes in History and the 4 areas that are focused on. We were not getting everything out of it in the past. The outcomes will be a big improvement on recalls and it will be embedded.

HT: We are still looking at the afternoon timetable to make improvements and adjustments if required.

It is part of the School Development Plan that all children will make accelerated progress and there are trackers in place to identify.

Commando Joe – this is a cost to the budget; however, it is a resilience area that children don't have at present. This will improve through the programme. The curriculum develops the skills of resilience and positive mindset in a sequential and progressive way.

What each year group/key stage do was discussed.

The instructor works in each school alternate weeks. She also represents the women's Olympic boxing team.

We have our first Federation Friday this week that has been organised by NW.

Maths & English on the move is being delivered by Kanga Sports as well as the PE curriculum. This was explained and discussed.

School led tutoring is still in place and is being delivered by CC at GH, RT at STC and NW across both schools.

HT: Subject leaders are now ready for the link governor visits so please arrange your monitoring visits to look at the Intent/plans.

CofG: Thank you to all the staff that attended the show and gave up their Sunday to support the federation. It was good to have that presence.

HT: The progress data in Analysing School Performance and Fisher Family Trust comes from the DfE and as soon as I can access it I will let governors have the information. The governors will be given training on understanding the data.

Whilst outcomes are good and are in line with and better than national data, there are some minus progress areas, these are children already identified.

Information was given on FFT target setting, Social, Emotional and Mental Health (SEMH) needs. There is a story behind these children and they have made huge progress within themselves.

Any questions?

Q: Are progress scores based on Perspective Light?
HT gave an explanation on this.

	<p>There is a new Ofsted CEO and inspections in the future may be data led – this is the information being shared currently.</p> <p>CofG: It gives a target for focus of a meeting. We know that you are working as hard as you can with individual pupils.</p> <p>Special Educational Needs figures were given: National average: 17% GH: 30% STC: 18%</p> <p>The area of need is around SEMH. We are looking at what we can do within the federation. Q: Have you looked at Thrive? A: Yes, it is one we are currently looking at.</p> <p>We would like to have a SEN provision in place for after Christmas.</p> <p>CofG: Offered to be involved in this with experience of this area.</p>	
<p>9</p>	<p>Governors Subject Area/Monitoring Visits to School – Autumn 1 QA calendar has been set.</p> <p>Action: Governors need to book in appointments with their link lead before the next meeting on 6th December.</p> <p>Q: Are we all staying with the same subject/area? A discussion on who would cover which subject/area. Action: AL will update the governor grid and put on the governor teams. Changes were as follows: AN: Curriculum and Data JS: Will also take on Maths CS: Add Well-being as well as Safeguarding</p> <p>Others remain the same.</p>	<p>FGB</p> <p>Clerk</p>
<p>10</p>	<p>Marketing, Community and PR update Thanks to J Smail for delivering and co-ordinating the leaflet drop. We have covered all local areas, shops, Nidd Plus, Sunflowers etc.</p> <p>Everyone has received the open day information. We have enough staff and some parents at each of the sessions.</p>	

	<p>Brimhams Active approached the HT to ask if we would like to advertise on the Gov radio that is played across their leisure and pool sites.</p> <p>There is a cost that will be split across this and next financial year. It will be aired at all 4 sites – Ripon, Harrogate, Nidderdale and Knaresborough when it opens. 30 second advert for each school play each alternate hour.</p> <p>AL has worked on the advert with the children as they are also involved in some of the voice over.</p> <p>The adverts were played.</p> <p>Action: A Lumley will send to the governors on teams as they were unable to hear it.</p>	Clerk
Finance		
12	<p>Monitoring Report Changes since start budget</p> <p>The monitoring report is a confidential report.</p> <p>AL gave governors an update on the current budget from the end of August monitoring. Any staffing changes and increments/national awards are included.</p> <p>The revised budget will be put together in November and dependent on the consultation process there may need to be adjustments.</p> <p>There were no questions.</p>	
Standing Items		
13	<p>Health and Wellbeing</p> <p>CofG asked after the HT’s wellbeing? The HT thanked the CofG and replied that she is ok.</p> <p>H&W is on every staff meeting and leadership meeting, the federation buys in to the Health Assured Scheme.</p> <p>Everyone is motivated by all the good things happening at GH & STC.</p> <p>Gov comment: At the leadership meeting, the headteacher has also added a section for personal updates if anyone wanted to share something that is happening in their life. This has been appreciated by all the team and shows the headteacher values the staff.</p>	

<p>14</p> <p>NThompson left the meeting 7.00pm</p>	<p>Safeguarding – brief update including Feedback on current information /information from training/context from the safeguarding governor</p> <p>CS has completed the SCR checks for the start of the year and they are up to date with any new staff added or leavers removed.</p> <p>We have undertaken work on the filtering and monitoring in line with KCSIE 2023. HT has been discussing this with SICT.</p> <p>CS sent an email out to governors today from NY Safeguarding Board. It has useful and interesting information in it. Schools are the constant in children’s lives, they feel safe.</p> <p>Action: Governors to take the time to look at the email and the 1 min guides.</p> <p>Q: Who quality assures the SCR? A: CS as safeguarding governor</p> <p>HT & DHT QA the 1st of the month monitoring and we take a cross section each month. This month we have done the SCR.</p> <p>HT: At GH tomorrow, we have the LA safeguarding review and CS will be attending.</p> <p>County have noted the good safeguarding practice and systems in place, which are shared with other schools.</p>	<p>FGB</p>
<p>15</p>	<p>Health and Safety (incl Premises)</p> <p>AL gave governors an updated premises report of works completed and upcoming.</p> <p>Governors were given information on Reinforced Autoclaved Aerated Concrete (RAAC) from NYC. There is nothing that the Property Services deem dangerous in any of our schools and any RAAC present has been and will continue to be checked.</p> <p>FEL – maintenance and servicing continue at FEL, all weekly/monthly checks such as fire and water are completed. The caretaker continues to visit the site each day to check the building. AL is dealing with contractors that need access to undertake any servicing of equipment.</p>	
<p>16</p>	<p>HKR Locality Board Updates (Harrogate, Knaresborough & Ripon)</p>	

	<p>NT & NW met with the board. NT is a board member. There is no action plan yet – awaiting the first meeting.</p> <p>SEMH routes of empathy has been fully funded by the locality board.</p>	
17	<p>Policies and Documents <u>For Approval</u> KCSIE Child Protection Policy and Manual Whistleblowing Positive Behaviour Low Level Concerns ECT Induction Pupils with Health Needs Attendance Staff code of conduct Children with medical conditions Complaints – only first 2 pages needed update Educational Visits Leave Policy Parental Leave Attendance and Absence <u>For info</u> Visitors Intimate Care Staff Drug and Alcohol Relationships, Health and Sex Education Self Harm Social, Emotional and Mental Health SEN needs Suicide Ideation</p> <p>Governors have received all policies which were approved, signed and dated.</p>	
18	<p>Exchange of Information – relevant information to be shared. Inspection report from UNICEF of Glasshouses School UNICEF Gold discussed earlier. It is not a given that a school will achieve gold again and a lot of work has gone in to this achievement.</p> <p>STC have received Bronze and it is starting the journey.</p> <p>Q: Does it have an impact on behaviour? HT: The culture of safeguarding is strong and children know they are listened to which results in good behaviour, mutual respect.</p>	
19	<p>What impact have we had today on the achievement of pupils in our school? Ethos/Vision/Rights Respecting?</p>	

	<p>We have focused on school improvement, the curriculum and marketing of the schools to improve financial viability.</p> <p>Rights Respecting has played a big part in the meeting and our vision is strong.</p>	
20	<p>Close of Meeting</p> <p>Thank you to everyone for attending.</p> <p>The next meeting is Wednesday 6th December at GH. A discussion took place regarding start time which is TBC.</p>	
Meeting closed at: 7.15pm		
Summary of Actions		
11	<p>Action: HS will contact Andrew Dixon from the LA and Richard Noakes from the Diocese this evening- regarding the vote to agree to consult on the closure of FE.</p> <p>Action: Letters will go out to the parents at both GH & STC tomorrow. Emails will be sent to the local councils, MP, Cllr Murday, Sunflowers and the High School.</p>	<p>HS</p> <p>Clerk</p>
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