



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 6 December 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:** A Broadley (arrived at 6.50pm), C Caswell, G Lewis, A Neal, C Skaife, J Smail, J Smith, N Thompson, N Thornber & N Wilkinson (Associate Member)

**In Attendance:** A Lumley (Clerk)

**Meeting opened at: 6.00pm**

Number	Item	Action
1a	<p><b>Membership of Meetings</b> Hugh Smith and Helen Nelson have stood down from the governing body and therefore also as Co-Chairs. Chris Skaife has agreed to be interim chair.</p> <p>Andrew Neal has subsequently volunteered to be interim Vice.</p> <p>The governing board cannot run without a chair – this will be a skill set needed for the co-opted governor position.</p> <p>This leaves the governing body with the following vacancies: 1 Co-opted – application form will be on the website 1 Parent – an election will take place in January 1 Foundation – continue to try find a governor for this role</p>	

1b	<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>Chair:</b> Reminder to governors of the core functions. The Chair thanked those for attending.</p>	
2	<p><b>Apologies for absence</b></p> <p>D Hall – has a church meeting. A Broadley – sent messages to say that she would be late. Governors agreed to approve the apologies.</p> <p>A discussion took place as to whether the FGB should or should not approve apologies. It was discussed if all apologies should not be approved. It was agreed as per the Standing Orders to approve apologies given but not approve if apologies are not received prior to the meeting.</p>	
3	<p><b>Reminder about the essential need for confidentiality and declaration of interests:</b></p> <p>Pecuniary or non-pecuniary and at appropriate times. <b>Chair:</b> Reminded governors of the need for confidentiality.</p> <p>Staff will need to leave for an item discussed at the end of the meeting.</p>	
4	<p><b>To identify any confidential items to be excluded from the publicly available minutes.</b></p> <p>The last item will be confidential. There may be parts of agenda item 8 deemed confidential.</p>	
5	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b></p> <p>UNPF FGB 04/10/2023</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><b>Matters Arising from those minutes</b></p> <p>No matters arising.</p>	

	Confirmed that J Smith was not the math's governor as this is now under Curriculum governor. J Smail is still EYFS, Phonics and Website	
<b>School Improvement</b>		
<b>7</b>	<p><b>Update on Fountains Earth Lofthouse CE Primary School Consultation</b></p> <p><b>HT:</b> There has been no official update from the Local Authority.</p> <p>A discussion took place with information shared by a governor that attended the public consultation meeting.</p> <p>The governors and head will now wait to hear from the LA.</p>	
<b>8</b>	<p><b>Headteacher's Report – Verbal Including SDP/SEF review</b></p> <p><b>Key areas:</b></p> <p><b>SDP 1-3 Curriculum</b></p> <p><b>SDP 4 Leadership</b></p> <p><b>SDP 1-3 Inclusion</b></p> <p><b>HT:</b> The leadership team has reviewed the /SDP/SEF in meetings. The SEF is overall 'Good' for both schools. Outstanding in the areas of Personal Development and Behaviour and Attitudes. The CHAMPS, Rights Respecting, Restorative Curriculum and Pupil Leadership and after school clubs have all played a part. The parent body at each school also have had a huge part to play in the securing of these judgements.</p> <p>We have had safeguarding reviews at both schools this term. The reports show that Behaviour and Attitudes, and Personal Development are 'exceptional practice.'</p> <p>We made adaptations to the intents in the summer term, and we are currently analysing data. We are igniting the curriculum and leadership is good with good CPD and succession planning.</p> <p>Several staff members are undertaking NPQ qualifications this year - these are closely linked to the SDP. These are free and the school also receives funding. They have had their induction days already.</p> <p>Inclusion, SEN &amp; PP</p>	

**NW:** Children are making progress against their personal targets. We have an increase in pupils with more SEMH needs. GH have 20% and STC 30% with other needs too. Our nurture approach is good.

We have looked at projects to target SEMH and from January it is hoped to have a unit within schools run by existing staff and a timetable will be drawn up. This will be targeted and measured and it will help learning in class.

**HT:** HKR Locality Board are offering schools (x10) a funded SEMH project in the new year. We will be attending a seminar in January.

**NW:** Our percentage of SEMH is high as is our secondary SEMH needs. Some have self esteem issues some have autism needs. We have looked at the needs of children who struggle and what they struggle with. Some struggle coming in to school, with playtimes and break times. Our number of EHCP's (Educational Health Care Plans) are above national average at both schools. When funding comes in we will research what we can use to assess. Currently we are using Boxall, this is used when a child is flagging but we need to cast the net wider and look at all children.

We have looked at Thrive on line – there is a cost for Thrive, the qualification and accreditation which is £1300, but currently we do not have this left in the allocated budget. £324 gives 90 days access to training for all staff. The data can be used to plan the hub set up at each school. We will look at the universal nurture offer and how we can approve.

**HT:** We are looking into the possibility of a universal offering for breakfasts and emotional check ins for all children.

In April we will look at using CPD budget to train a member of staff to do Thrive.

We will be looking at using current staff who will liaise with the SENco/DHT who will manage the provision.

**Gov Q:** When/if NY supports the SEN hubs – what will that mean?

**HT:** We do not know if this is a possibility or options yet. More investigation needs to be done.

	<p>A further discussion took place on where the children come from and funding for the provision.</p> <p><b>HT:</b> There have been a further 10 pupils join the federation since July. NY have previously shared their predictions which were showing a downward projection for the area. However, we are currently increasing. Our marketing strategy and word of mouth is having the positive impact. New parents are seeing our website and Facebook posts.</p> <p><b>Gov comment:</b> There were some lovely comments about the schools on Pateley Mums recently.</p> <p><b>HT:</b> Any further questions?</p> <p>No further questions.</p>	
<p><b>9</b></p>	<p><b>Governors Subject Area/Monitoring Visits to School – Autumn 2</b></p> <p>J Smith has been in on Monday to do the PE strategy but has not written up the report. The PE strategy was discussed. PE funding is used for Kanga Sports, Commando Joe and sports clubs. The English and Maths on the move was discussed.</p> <p>The swimming transport has been paid for from the budget and the children’s outcomes are 100% for swimming.</p> <p>Pupil Premium also offsets some payments for residential visits for our KS2 visits.</p> <p>J Smail – has completed an Early Years report and was impressed with the Early Years and leader - C Newton. Her knowledge is good and there has been strategy changes this year. JS explained how this is working in practice. The outside area has improved since moving to a different location. The difference in two terms is obvious – the children are calm, interested and all engaged.</p> <p>Everything is a very similar picture at GH. The TA’s have had training and all have the information that they need and it is showing.</p> <p>C Caswell – gave figures for PE strategy data set Autumn 1. KS1 GH 86% and STC 100% in year 1 &amp; 2.</p>	

<p><b>A Broadly arrived 6.50pm.</b></p>	<p>Clubs have increased attendance – in July only 35% said they were accessing clubs and now it is 62%. This is a significant increase. Clubs at STC are really well attended, more than at GH. There is reasonably even split of boys 52% and girls 42% attending.</p> <p>Sport leaders play a big part of the PE strategy, they lead on playground games and at GH there has been a 50% reduction of behaviour related issues. We are now looking at wider competitions. Harrogate Sports charge £1400 but we would not get our value for money from it. We are doing in house federation competitions but looking at how we can increase competition, however, budget and location make this difficult.</p> <p>A Neal – has made a visit to talk with curriculum leaders. It is the first time he has met the subject leaders and they knew their area well. They were articulate, had staff support and training. There was a good mix of support and challenge and they knew the next steps, they were ambitious about the curriculum. It was a very strong and positive meeting.</p> <p>Areas for development were discussed and developed together – being more evaluative on the SOAPS was suggested.</p>	
<p><b>10</b></p>	<p><b>Marketing Strategy Update, Community and PR</b>  <b>HT:</b> Some of this area was discussed earlier. We now have a live advert playing every hour at the Brimhams Active sites.</p> <p>We have had a visit from Your Harrogate Radio and the content editor came to speak with the children from both schools. It was going to put out on the 4<sup>th</sup> December but there was so much content that he has decided to air it over a 2 week period in January.</p> <p>Natasha Audsley has also been in touch. She has seen our residential images on Facebook and she is going to do a feature every month about the federation.</p>	
<p><b>Finance</b></p>		
<p><b>11</b></p>	<p><b>Monitoring Report – Oct Questions</b>  <b>Approval of Revised Budget and budget info</b>  <b>Benchmarking data info</b></p> <p>Monitoring report has been sent to governors and it was used as a base for the Revised Budget. It contains all the information regarding any changes since Start Budget.</p>	

	<p>Revised Budget – There has had to be re working of the forecast budget due to their being no pupils at FE since sept and the consultation on closure with a possible closure of 31<sup>st</sup> March 2024. This shows the impact on the budget and we have done some immediate work and met with Sally Dunn, Neil Hughes and two NY accountants. Other areas need to be looked at with a working party. NT &amp; AL will work through some scenarios and meet with the finance working party before the second meeting with LA in January.</p> <p><b>Action:</b> J Smail, G Lewis &amp; A Neal will form the finance working party and meet if possible before Christmas.</p> <p>The governors were informed that the LA are aware of the budget situation and that this budget will need to be submitted.</p> <p>The budget was approved by all present and a show of hands taken.</p> <p><b>Action:</b> AL will submit to LA.</p> <p>Benchmarking: The LA has advised that the benchmarking would not give a true picture and therefore the data would not be reliable. Currently the DFE have still got the FE/STC federation together and GH separate. The LA data does have the funding as one but as the staffing is taken from May 23 data it does not show a true reflection of the current staffing and class structure changes plus reduction in admin.</p>	<p><b>NT/AL/JS/ AN/GL</b></p> <p><b>AL</b></p>
<b>Standing Items</b>		
<p><b>12</b></p>	<p><b>Health and Wellbeing</b></p> <p>CofG asked after the HT’s wellbeing? The HT thanked the CofG and replied that she is ok. The feedback from the meeting was to be expected. There is a strong supportive parent body at the schools and supportive networks outside the school.</p> <p>The staff team are well. H&amp;W is on every staff meeting and leadership meeting, the federation buys in to the Health Assured Scheme. We discuss at SLT meetings and staff continue to receive wellbeing days.</p> <p>Everyone is motivated by all the good things happening at GH &amp; STC.</p> <p>HT has undertaken an advanced DSL training course, there was no new knowledge but it looked at H&amp;W from a different angle. HT will set up set monthly supervision</p>	

	meetings with all staff to give the opportunity to chat if required.	
13	<p><b>Safeguarding – brief update including Feedback on current information /information from training/context from the safeguarding governor</b></p> <p>Attendance figures Behaviour and Exclusion updates Referrals to DSL (CP cases, links with outside agencies)</p> <p>CS has been in to both schools to QA the SCR's. Checks on new staff and paperwork is in place.</p> <p>As part of the visit the filtering and monitoring is also checked. This is a 1<sup>st</sup> month addition.</p> <p><b>Gov Q:</b> Does it do a key stroke analysis? <b>NW:</b> Yes, it does. You can deep dive in to it for more information.</p> <p>The Andrew Hall and NSPCC updates and 1 min guides from the local safeguarding partnership are very good. The LA advisor who was at GH today was very impressed with the lockdown procedures.</p> <p>There has been an actual evacuation this half term at GH and this was implemented well when there was an issue with a fire alarm but apparently no fire. Procedure was followed and the LA were informed.</p> <p>There will be fire drills undertaken at both schools for BASC before we break for Christmas along with a lockdown practice.</p> <p>Attendance figures The national figures from Sept to 23/11 National – 93.7% STC – 93.3% GH – 97.01%</p> <p>The lower attendance has been due to booked holidays and a family stranded due to the flight issues.</p> <p>Unauthorised absence National – 2.2% STC – 0.37% GH – 0.57%</p> <p>Behaviour 22 negative at STC</p>	



	<p>13 were Low Level disruptions Due to one child who struggles coming in from lunch and breaks.</p> <p>5 Low level at GH</p> <p>There were 49 negative at STC in Oct and now in Dec there are only 16 as things have been put in place.</p> <p>Out of the 16 in Nov – 8 were low level.</p> <p>DSL / Referrals</p> <p>STC has one early help open GH has 1 open plus 2 closed last week.</p> <p>No open social services cases</p> <p>No Operation Encompass alerts.</p> <p>The national outcome Ofsted message is that the LAs across the country are stretched financially so schools need to do more internally.</p>	
<b>14</b>	<p><b>Health and Safety (incl Premises)</b> The 1<sup>st</sup> month premises are undertaken which picks up any issues that may need attention.</p> <p>Governors have received an update for on-going maintenance and decorating schedule.</p> <p>AL recently had a Risk Protection Authority audit from the DfE. School uses the DfE for insurances and the DfE send out a company to check procedures to ensure that best practice is followed to mitigate against insurance claims.</p> <p>They have looked at both schools and we received a blue report for both which means that best practice is observed. <b>Action:</b> AL to send reports to governors.</p>	<b>AL</b>
<b>15</b>	<p><b>HKR Locality Board Updates (Harrogate, Knaresborough &amp; Ripon)</b> No new info – was discussed earlier.</p>	
<b>16</b>	<p><b>Governor Training Updates</b> Governors have access to Modern Governor which has a variety of courses that can be completed on line. J Smith and A Neal have not yet been sent the welcome email.</p>	

	<b>Action:</b> AL will check again and ask them to resend.	<b>AL</b>
<b>17</b>	<p><b>Policies and Documents</b></p> <p><u>For Approval</u>  Anti-Bullying  Charging and Remissions  Child on Child Abuse  Equality, Equity, Diversity and Inclusion  GH Emergency Planning  STC Emergency Planning  Governor Visits  Online Safety  Prevent  School Security  Supporting Pupils with Medical Conditions  Suspension and Exclusions  Data Protection  Governors Standing Orders</p> <p><u>For info</u>  Records Management  Information Security</p> <p>All policies were agreed and signed by the chair.</p> <p>A discussion took place regarding the Standing Orders.</p> <p>The standing orders is a document that is reviewed and agreed annually.  The Chair and Vice Chair are voted on annually.  The same Chair can remain in office for a maximum of 6 terms of office (6 years)</p> <p>Additional information from NW</p> <p><b>Pupil Premium update information</b>  There are 10 pupils at STC and at GH.</p> <p>The data shows children who are PP but not SEN are making good progress and in line with their peers.  PP children receive the free national tutoring programme which is delivered by CC at GH, RT at STC and NW at both schools.</p> <p>We delve in to how they are achieving. They have access to the food bank, Year 3/4 residential and music lessons.</p>	

	<p>Their data is inline with their peers, we also have children who are PP &amp; SEN, these children have interventions and we are ensuring that progress is made.</p>	
<b>18</b>	<p><b>Communication received</b>  We have had a lot of positive communication from the parents which is showing great support. We have also put extracts on the website. There is a letters of appreciation folder in each office.</p> <p><b>Gov question:</b> How are we ensuring the right people are seeing these?  <b>HT:</b> We are letting parents know through Newsletters &amp; looking at including on Facebook and new prospective parents will see it when they visit the website.</p> <p><b>Gov comment:</b> When you receive letters from parents you would need to ensure that they are happy for it to go on a public forum.</p>	
<b>19</b>	<p><b>Exchange of Information – relevant information to be shared.</b>  <b>Chair:</b> We have had a positive visit to GH today, the LA advisor was very impressed when he had a walk around the school.  <b>Action:</b> HT would like to do learning walks at each school with the governors if governors would be interested and be prepared to do this. HT to contact governors with some dates.  <b>Gov question:</b> Can you capture the visit today in any form to use as evidence?  <b>HT:</b> The visit was for the HT PM so would be part of the report.</p>	<b>HT/FGB</b>
<b>20</b>	<p><b>What impact have we had today on the achievement of pupils in our school?  Ethos/Vision/Rights Respecting?</b>  Early Years and next steps and improvements at STC. Pupil Premium / SEN and provision is having an impact.</p> <p>Christian Values - Community Give Back – we had 2 pupils helping in the community recently due to this initiative.</p>	
	<p><b>Staff left the meeting</b></p> <p>Confidential information - a brief discussion took place.</p>	
<b>21</b>	<p><b>Close of Meeting</b>  Thank you to everyone for attending.</p>	

	The next meeting is Wednesday 7 <sup>th</sup> February at St Cuthbert's. A discussion took place regarding start time which is TBC.	
<b>Meeting closed at: 7.50pm</b>		
<b>Summary of Actions</b>		
<b>11</b>	J Smail, G Lewis & A Neal will form the finance working party and meet if possible before Christmas.  AL will submit the budget to LA.	<b>NT/AL/JS/ AN/GL</b>  <b>AL</b>
<b>14</b>	Send RPA audit from the DFE to governors.	<b>AL</b>
<b>16</b>	AL will check again with Modern Governor and ask them to resend activation emails to AN & JS	<b>AL</b>
<b>19</b>	HT to arrange learning walks with governors	<b>HT/FGB</b>