



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 7 February 2024 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:** A Broadley, C Caswell, K Harris, Z Jackson, 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**

<b>Number</b>	<b>Item</b>	<b>Action</b>
	Chris Skaife agreed to be interim chair for this meeting and the chair voted in this evening will chair all future meetings.	
<b>1a</b>	<p><b>Vote on Co-opted Governor - application received from Kim Harris</b></p> <p><b>Welcome to new parent governor – Zoe Jackson</b></p> <p>Interim Chair interviewed K Harris with the Headteacher and Jenny Smail. An overview of interview and skills that K Harris can bring to the governors was discussed. They recommend that the Governing Board accept and vote on Kim Harris taking up the Co-opted position on the board.</p> <p>A vote was taken, and K Harris was appointed as a Co-opted governor.</p> <p>Zoe Jackson is a new parent governor following the recent parent governor vacancy. There were no other applications received.</p>	

<p><b>1b</b></p>	<p><b>Election of Chair and Vice Chair for the forthcoming year</b>  It was agreed to postpone this vote until later in the meeting when K Harris arrived.</p>	
<p><b>2a</b></p>	<p><b>Welcome, Introductions and Opening Remarks</b>  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> <p><b>Introductions to new governors</b>  It was agreed to postpone this until later in the meeting when K Harris arrived, so introductions could be done once for both KH &amp; ZJ.</p>	
<p><b>2b</b></p>	<p><b>Membership of Meetings Instrument of Government</b>  Following the recent new appointments there is now only a Foundation vacancy. The governors agreed to run with this vacancy.</p> <p>The Clerk explained that when the consultation re: proposed closure of FE on 31<sup>st</sup> has finished; there would need to be a new instrument of government drawn up for the federation.</p> <p>There is no requirement to reconstitute the Governing Body. It needs to be formally agreed to remain under the same name 'Upper Nidderdale Primary Federation' but with only the two schools – Glasshouses Community Primary School and St Cuthbert's Church of England Primary School, and the removal of Fountains Earth Church of England Primary School as of 1<sup>st</sup> April 2024, should that be the final decision.</p> <p>Proposed by: C Skaife  Seconded by: J Smail</p> <p>A show of hands was taken and the governors agreed to the amendment of the instrument of government from 1<sup>st</sup> April 2024.</p> <p><b>Action:</b> The Clerk will inform the Diocese and Local Authority</p>	<p><b>Clerk</b></p>

<p><b>3</b></p>	<p><b>Apologies for absence</b>  D Hall  N Thompson</p> <p>Reasons were given to the Governing Board and the apologies accepted. These are in confidential minutes.</p>	
<p><b>4</b></p>	<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>Business Interest forms were signed for the forthcoming year by governors present.</p> <p><b>Action:</b> The Clerk will ask those not present to sign at the school office.</p> <p>The headteacher and chair informed the governors that following the last governor health check and meetings with the Local Authority that personal emails could no longer be used by governors, and they must use the one set up by the federation.</p> <p><b>Action:</b> Clerk to inform those governors using personal emails.</p> <p>There were no declarations for this meeting.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p><b>5</b></p>	<p><b>To identify any confidential items to be excluded from the publicly available minutes.</b>  Part of agenda item 12 discussion.</p>	
<p><b>6</b></p>	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b>  UNPF FGB 06/12/2023</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>	
<p><b>7</b></p>	<p><b>Matters Arising from those minutes</b>  No matters arising.</p>	

## School Improvement

<b>8</b>	<p><b>Update on Fountains Earth Lofthouse CE Primary School Consultation</b></p> <p>The Local Authority have agreed to the proposal of the closure of Fountains Earth, and it is going through due process.</p> <p>Matthew Kettlewell, who is the person at NY that manages their buildings no longer in use, will be meeting with the Head and Business Manager at FE on Wednesday 28<sup>th</sup> February. This will be the discussion regarding the building and resources.</p> <p>Governors said they are happy to help with this process when the time comes.</p> <p><b>Action:</b> Head to let governors know of progress.</p>	<b>NT</b>
<b>9</b>	<p><b>School on a Page and Headteacher Update Progress and Outcomes SDP 1-3 SEN/SEMH and locality Board SDP 1 – 4</b></p> <p>Governors have received the School on a Page documents for both schools. This replaces the previous Headteacher Report format. HT discussed the new format.</p> <p><b>HT:</b> At GH there have been safeguarding referrals, and you will see the Family Support Worker information is now included within the SOAP. Six families are currently accessing FSW help at GH.</p> <p>The Positive Reward Programme was discussed which is being funded by Harrogate, Knaresborough &amp; Ripon Locality Board. A bid was submitted and our federation has been chosen. One or Two members of staff will be trained as part of the programme and it is a 2-year project.</p> <p><b>G Question:</b> Is it funded?</p> <p><b>HT:</b> Yes, it is funded for the whole 2-year project.</p> <p>It will become part of the SDP and priorities when it is reviewed. The vision is to have it as NY provision.</p> <p>We will be monitoring the impact.</p> <p>Any further questions?</p> <p><b>Governor comment:</b> There is no cost, but it seems extra workload, but we will benefit from it.</p>	

**SEMH project**

**HT:** We shared the project details with you at the last meeting and we have looked at the offer for children and we are now doing Toast & Talk every morning at both schools. The children are seeing the positive impact and governors will see it in action at the learning environment visits. Stakeholder views have been obtained by parents and children; the responses have all been positive and commented on the positive impact on children at school and home. It picks up the children might just have an issue that day and if they are not part of any intervention group it would be missed.

The catch-up chats are really working, and we have had good feedback. Children are building up trust with staff. The next phase will be working with the Positive Regard Programme.

At STC we have space in the Learning Hub and we have created space at GH.

There is an increase in SEMH needs and as part of our professional development priority we will have a designated mental health lead. The DfE have given £1200 for the training, and I (HT) am doing the training.

**CC:** Gave governors a PE partnership update. NY Sport reached out to the federation. Bradford Area have a programme called Creating Active Schools and NY has offered our federation to be the first federation to join. It is part of the teacher research group. A visit to the schools in Bradford who are already part of it will be arranged.

It is free and we will benefit from it. Nial O'Brien is the person leading it.

Next steps – A meeting to create a profile for the federation and an action plan from that.

**G question:** Which schools in Bradford are doing it?

**HT:** St James's, Peel Park and St Oswald's.

**NW:** Explained the Fisher Family Trust data.

GH attendance above the national average for persistent absenteeism.

NA – 20%

GH – 3.4%

	<p><b>G question:</b> Do you put that type of information on the website of FB?</p> <p><b>NW:</b> We need to be careful of how we post attendance as it is not always good or can differ between each school and it is not necessarily an area to highlight.</p> <p>Reasons for good or poor attendance can be varied.</p> <p>Data for the autumn term is measuring the autumn term for next summer expectations. When governors come in to speak with curriculum leads you will get the detailed picture re: data on the SOAP. Quality Assurance has been completed and children are making good progress. They are having interventions. SATS interventions have started.</p> <p>Any further questions on the areas that I have highlighted?</p> <p><b>G comment:</b> There seems to be a higher number of low-level disruptions in the autumn term.</p> <p><b>HT:</b> The FSW is working with those children and families, and it is looking like it will be lower this term due to the success of the interventions and support.</p> <p><b>NW:</b> At STC the attendance data is a higher average, and we have 3 families working with outside agencies.</p> <p>Persistent absenteeism is 16% against the NA of 20%.</p> <p>There is a referral to the Local Authority attendance officer which takes it out of the school hands, and they deal with it.</p> <p>G question: The More Able data seems to be the same at both schools – is this correct or a mistake?</p> <p><b>NW:</b> It is a mistake.</p> <p><b>Action:</b> NW to send governors the correct MA information.</p> <p>The governors said that they liked the new format and there were no further questions.</p>	<b>NW</b>
<b>1b</b>	<p><b>Election of Chair and Vice Chair</b></p> <p>As agreed earlier, now that all governors attending are present the elections for Chair and Vice Chair will take place.</p> <p>The Clerk informed the governors that they could nominate themselves or another governor for the position of Chair and Vice Chair.</p>	

	<p>The Clerk asked the board if there were any nominations for the position of Chair for the forthcoming year? HT nominated K Harris for the position of Chair. K Harris was happy to take on the position.</p> <p>Proposed by: G Lewis Seconded by: A Broadley</p> <p>A show of hands was taken, and all governors supported the appointment of Chair.</p> <p>The Clerk asked the board if there were any nominations for the position of Vice Chair for the forthcoming year? A governor nominated C Skaife, but this was declined as she stated her intention to step down next term.</p> <p>A Neal was nominated by C Skaife and he accepted. Proposed by: C Skaife Seconded by: J Smail</p> <p>A show of hands was taken, and all governors supported the appointment of Vice Chair.</p>	
<p><b>2a</b></p>	<p><b>Welcome to New Governors</b> Welcomes and introductions were made to the new governors, K Harris and Z Jackson.</p>	
<p><b>10</b></p>	<p><b>Governors Subject Area/Monitoring Visits to School</b> Governors have received copies of the SCR and Pupil Premium monitoring that C Skaife has undertaken.</p> <p>C Skaife gave an overview of her visit for the PP which was part of the SIA visit using national governance guidance.</p> <p>CS explained her visits to check the SCR and HR records. There are new staff members and volunteers, and those records are on the SCR and paperwork checks all in place as per guidelines.</p> <p><b>G question:</b> Do you use CPOMS to link the SCR to staff safe? <b>HT:</b> No, we use CPOMS as a safeguarding tool and the SCR is separate but we could look at that in future.</p> <p><b>CS:</b> Informed the governors that she attends the DSL meetings and is very impressed with everything that happens.</p>	

	<p>The governors have received a list of who is currently responsible for monitoring which areas.</p> <p>It was agreed that with new governors and a new skill set that these areas should be reviewed.</p> <p><b>Action:</b> All governors will be sent a Skills Audit to complete and the HT and CofG will look at these areas.</p>	<p><b>Clerk send audit CofG &amp; HT to allocate</b></p>
<p><b>11</b></p>	<p><b>Marketing Strategy Update, Community and PR update</b></p> <p><b>HT:</b> Our advert is continuing to be aired on Brimham’s Gov Radio at their four sites in the district.</p> <p>We are getting good press coverage in the Harrogate Advertiser and Natasha Audsley is doing a piece for each of our schools. She has just done a piece for Glasshouses on the Toast &amp; Chat on a morning, she came in to school to take photos and I have done the wording for the piece. She will come to STC this week to cover the Commando Joe sessions.</p> <p>Following the finance working party meeting we are promoting our federation nursery. We are in the process of putting together another leaflet to do a drop in the area to promote the fact that we have spaces.</p> <p>New families do mention our website and Facebook posts when they are looking around – so it is working.</p> <p>We have 3 new children starting at STC after half term with a further 2 in March. All are relocating to the area. There is one family at GH who are currently at another local school.</p> <p><b>G question:</b> Are we recording where they are coming from anywhere – ie from which marketing strategy.</p> <p><b>HT:</b> Yes, we have a marketing plan, and this is recorded in the plan.</p> <p><b>Action:</b> Share the plan with governors at the next meeting.</p> <p>The website has had a positive impact on the marketing and attracting new families. A parent at GH has started a coffee morning at Broadbelt Hall once each week. This has started as part of the Community Give Back.</p> <p>A discussion took place on social media platforms and which ones are best to attract the current demographic.</p>	<p><b>HT &amp; BM</b></p>



	<p><b>G question:</b> What are we going to do about the logo if FE closes?</p> <p><b>HT:</b> We will keep it – it can be updated with a Nidderdale landscape design where the FE logo is currently.</p>	
<b>Finance</b>		
<b>12</b>	<p><b>Monitoring Report – December Questions Finance working group update</b></p> <p>Governors have received the December monitoring report.</p> <p><b>BM:</b> The monitoring report is heading in the right direction, and we are likely to have a higher c/f by 31 March. Savings have been made as much as possible on resources and there may be extra due to unused utility budget.</p> <p>Part of this discussion is in confidential minutes.</p> <p><b>AN:</b> I would like to acknowledge and mention all the fantastic work that Business Manager AL &amp; Headteacher NT have done on the budget, and changes were made during the meeting to update as decisions and discussions were taking place.</p>	
<b>Standing Items</b>		
<b>13</b>	<p><b>Health and Wellbeing</b></p> <p>There is a section for H&amp;W on the HT's SOAP.</p> <p>The Chair asked after the H&amp;W of the HT.</p> <p><b>HT:</b> I am ok.</p> <p>I am now offering individual staff supervision sessions each half term. Staff can take the opportunity to meet with me.</p> <p>Staff continue to take H&amp;W days for Christmas and birthdays. Recently staff have had moving house time and that has been very appreciated.</p> <p>H&amp;W continues to be high on the agenda for all staff meetings and they are reminded at each meeting that we buy in to H&amp;W assured that they can access for a wealth of issues.</p>	
<b>14</b>	<p><b>Safeguarding – brief update including Feedback on current information /information from training/context from the safeguarding governor</b></p> <p><b>CS:</b> As mentioned earlier in the meeting I have done the SCR safeguarding checks and there were no issues, and</p>	

	<p>everything is in place. The HT did Quality Assurance whilst I was in school doing the monitoring. I have also checked the medicines practice and procedures at STC as part of the checks. Seeing the DSL meeting in action assured me that everything is very proactive. We have seen the information as part of SOAP's and the leadership and governance need to keep an eye on the low-level disturbances.</p>	
<b>15</b>	<p><b>Health and Safety (incl Premises)</b>  <b>BM:</b> All governors received the report. The only issue not included is that the boiler at FE is now not working. It had been set on frost stat and was coming on for a short time throughout the 24hr period. It was noted that it seemed to be extra cold and on further investigation the boiler had stopped working due to a leaking pipe within the boiler. The boiler needs a new part but due to age it may not be replaceable. Everything has been drained down and is safe but there is now no heat and water. The property service has been informed and also Matthew Kettlewell who will take on the responsibility from 1<sup>st</sup> April.</p> <p>1<sup>st</sup> month premises checks continue to be undertaken and the H&amp;S governor is informed and has access to the checks and findings.</p> <p>Governors have received the RPI risk reports and the annual H&amp;S reports. The recommendations from these reports have been added in to the new format premises rolling programme.</p>	
<b>16</b>	<p><b>HKR Locality Board Updates (Harrogate, Knaresborough &amp; Ripon)</b>  No new info – was discussed earlier in the Positive Regard programme</p>	
<b>17</b>	<p><b>Governor Training Updates</b>  There has been no training undertaken since the last meeting.  <b>Action:</b> The Clerk will set up the new governors on the Modern Governor where there is online training that can be completed.</p>	
<b>18</b>	<p><b>Statutory Committee Membership</b>  <b>Approval of Terms of Reference</b>  <b>Standing Orders</b>  <b>Business Interest forms</b></p> <p>Committees were set up with vacancies filled.  Terms of Reference were agreed and signed.</p>	

	<p>Standing orders – agreed and signed at previous meeting. Business Interests mentioned earlier in the meeting.</p>	
<b>19</b>	<p><b>Policies and Documents</b> <u>For Approval</u> Capability DBS Developing Performance Disciplinary Pay Policy Recruitment &amp; Selection Rorganisation, Redundancy &amp; Re-deployment Resolving Issues</p> <p><u>For info</u> Cyber Security Plan Managing Allegations against staff</p> <p>All policies were agreed, signed and dated.</p>	
<b>20</b>	<p><b>Communication received</b> Feedback from parents is positive. We are doing Feedback Friday on Facebook. Nothing further to add.</p>	
<b>21</b>	<p><b>Exchange of Information – relevant information to be shared.</b> Governor learning environment visits STC – Tues 27 Feb at 9am, arrive for 8.45 GH – Thurs 29 Feb at 9am, arrive for 8.45</p> <p><b>Action:</b> The HT will contact new governors to meet with them for their induction.</p>	<b>HT/KH/ZJ</b>
<b>22</b>	<p><b>What impact have we had today on the achievement of pupils in our school? Ethos/Vision/Rights Respecting?</b> Toast &amp; Talk on a morning is having a positive impact on children’s wellbeing and learning.</p> <p><b>G question:</b> Should you also put something about the positive regard out to parents? <b>HT:</b> Yes, when it is finalised with the locality board.</p> <p><b>G comment:</b> Every meeting you highlight the progression and improvement journey – this is having an impact on the pupil’s achievement and also the Christian Ethos, Vision and Values and Rights Respecting. The work of the FSW helping and supporting families.</p>	

	Koinonia – Community Give Back is playing a large part of the Koinonia vision.	
<b>23</b>	<b>Close of Meeting</b> Next FGB meeting – Wednesday 20 March at Glasshouses 6pm	
<b>Meeting closed at: 7.25pm</b>		
<b>Summary of Actions</b>		
<b>2b</b>	<b>Action:</b> The Clerk will inform the Diocese and Local Authority of the amendment to the Instrument of Government	<b>Clerk</b>
<b>4</b>	<b>Action:</b> The Clerk will ask those not present to sign their BI forms at the school office.  <b>Action:</b> Clerk to inform those governors using personal emails that they must use the federation email going forwards.	<b>Clerk</b>  <b>Clerk</b>
<b>8</b>	<b>Action:</b> Head to let governors know the progress on the building at FE once met with the LA	<b>HT</b>
<b>9</b>	<b>Action:</b> NW to send governors the correct MA information.	<b>NW</b>
<b>10</b>	<b>Action:</b> All governors will be sent a Skills Audit to complete and the HT and CofG will look at these areas.	<b>Clerk</b> <b>HT &amp; CofG</b>
<b>11</b>	<b>Action:</b> Share the plan with governors at the next meeting.	<b>BM &amp; HT</b>
<b>21</b>	<b>Action:</b> The HT will contact new governors to meet with them for their induction.	<b>HT/KH/ZJ</b>