



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 20 March 2024 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: C Caswell, K Harris, Z Jackson, G Lewis, 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>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> <p>We are setting the strategic direction, and the federation works as the CHAMPS model. These values also work the same for the governing board.</p> <p>The CHAMPS values and core functions were read out.</p> <p>CofG: Don't be afraid to challenge and ask the questions. From the skills audits we can show that we have lots of</p>	

	<p>experience and value to give to the governing board. Thanks were given for the return of the audits.</p>	
1b	<p>Membership of Meetings CofG: Darryl Hall will be stepping down from the governing board once he has spoken to the Bishop of Ripon. We will then have 2 Foundation governor vacancies. Action: GL will take on the Foundation governor role and speak with DH. C Skaife gave her intention to step down from the governing board at the last meeting and this will be her last meeting. Thanks to Chris for her years of service were given, your work on the board has been very much appreciated. This will leave a further Co-opted vacancy on the board. Action: This will be advertised in due course.</p>	<p>GL</p> <p>CofG/HT/ Clerk</p>
2	<p>Apologies for absence A Neal A Broadley Reasons were given to the Governing Board and apologies accepted for these two governors. D Hall – no apologies received – therefore this absence cannot be accepted.</p>	
3	<p>Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times. Governors were reminded of the need for confidentiality around discussions during meetings. There were no Business Interests to declare.</p>	
4	<p>To identify any confidential items to be excluded from the publicly available minutes. Agenda item 7 is a confidential item. Parts of item 8 will be confidential. Parts of 13 will be confidential.</p>	
5	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: UNPF FGB 07/02/2024 Minutes were agreed and approved by all governors in attendance.</p>	

	They were signed and dated as a true and accurate record by the CofG.	
6	Matters Arising from those minutes No matters arising.	
School Improvement		
7	Confidential item.	
8	<p>School on a Page and Headteacher Update – key areas to highlight and discuss</p> <p>Progress and Outcomes (SDP1-3) SEN/SEMH (SDP 1-4)</p> <p>Governor Learning Walk Visits</p> <p><u>GH</u> HT: The initial data from the Spring term has this week been completed; it is still to be analysed before presenting and sharing. Initial indication shows pupils have made good progress against their specific target at all the meetings so far. Link governors will be able to look at this in detail in the summer term when they meet with staff and report the data and progress against the SDP in the next FGB.</p> <p>There has been a change on the Math’s intent for Mastering numbers.</p> <p>CC explained the changes to the intent and what mastering numbers is and the programme used.</p> <p>HT: Arithmetic scores are looking strong. Spelling has also been changed in the English intent. We have used the consultant, Phillip Webb. We will look at data next meeting.</p> <p><u>Safeguarding</u> There is 1 referral to Early Help and 7 to FSW (Family Support Worker – Jayne Fearnley).</p> <p>It is a very thorough process and explores other help avenues. The link governor will be able to see this in depth.</p> <p>Gov question: Is this due to a lack of services?</p>	

	<p>HT: Yes, it is. I have been to a school in Lancashire (Barrowford) today with DHT and FSW. They are finding the same issues. We need to look at our offer in terms of SEN and SEMH.</p> <p>Gov comment: This is where we do offer something different having a FSW.</p> <p><u>Behaviour</u> Confidential minutes.</p> <p>The figures from the report were given.</p> <p>Gov question: Is it the same timescale for each of the figures? HT: Yes, they were both 5 week half terms.</p> <p>There is a huge issue with children accessing online, U tube etc. We have taken advice on how to manage children accessing online content, but it is difficult to engage parents, yet there are some serious online incidents.</p> <p>Gov comment: We cannot control this and can only influence – it needs parent support.</p> <p>Gov comment: It is a technical issue of parental controls. HT: We have tried offering this support, but parents do not attend.</p> <p>Gov comment: Could it be re-packaged to show how to do? Action: HT/DHT will look again at possible ways to engage parents.</p> <p>Gov comment: There have been discussions amongst the year 6 parents around whether to give their children mobile phones. Gov question: Could it be done as part of High School transition?</p> <p>Further discussion took place. Action: Pupil Leadership to be involved with discussions.</p> <p><u>Staffing Update</u> Confidential minutes.</p> <p><u>School Development</u></p>	<p>HT/DHT</p> <p>HT/DHT</p>
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	<p>The Local Authority have had two visits since the last meeting. Intents for Geography, Maths and English have been looked at.</p> <p>The reports are positive. Action: HT to share reports with CofG.</p> <p>Next term we will be looking at Music and Art. The LA Advisor said that she would like to 'bottle up what we do at the federation to show good practice across the county.'</p> <p><u>SEF</u> HT: The SEF and SDP have been amended to reflect the Spring Term progress. There are outstanding areas</p> <p>Attendance info from the report was given – governors had no further questions. This is contained in the HT report.</p> <p><u>STC</u> There are 2 referrals to Early Help and 5 to the FSW. Last time there were 57 low level disturbance incidents to report and this time there are 19. We have addressed this with interventions and action. We have set up the SEMH hub and it is having an impact.</p> <p>Gov comment: Is it a call home for each incident? NW: if it is a second warning it is recorded, and parents spoken to. Gov comment: A few parents are making comments re the level of calls, and they are worried. Action: Reminder to parents of the Behaviour Policy and what to expect.</p> <p><u>SEF</u> The SEF and SDP have been reviewed as a result of the Spring progress. There are good areas and some areas are outstanding on personal development and behaviour. Gov comment: That will be good to show the improvement journey.</p> <p>Attendance figures are on the report if there are any questions? Gov question: For persistent absenteeism it says that there is work going on – is that bearing fruit? NW: We are working with the enforcement department, and it has gone from 83% to 90%, there will be a further 4-week plan after Easter.</p>	<p>HT</p> <p>HT</p>
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<p>9</p>	<p>Governor CPD CofG: CPD is one of the first things I have looked at as Chair, it is what I do as part of my professional life. Any CPD must be recorded in TEAMS – a quick reference to it on the, even if it is a podcast – it needs to be recorded for evidence. Action: Governors to record in teams. Action: Any certificates need to be emailed to the Clerk</p>	<p>FGB FGB</p>
<p>10</p>	<p>Governance Handbook Update Governors were sent the information on the new updated online guidance. Action: Governors to read and use for reference.</p>	<p>FGB</p>
<p>11</p>	<p>Governors Subject Area/Monitoring Visits to School – to date The governor monitoring documents are available on teams to use. A new link governor list has been sent out with this agenda.</p> <p>CofG: Thank you all for returning your skills audits. The HT and I used these to allocate monitoring areas based on skills.</p> <p>Action: Governors should contact the link staff members to arrange meetings and visits and CC the HT know of visits and arrangements. When monitoring has been completed this must be emailed direct to the Headteacher email; this doe not need to include any other staff or clerk at this point,</p> <p>HT: The learning walks took place at both schools – three governors attended each visit. Action: Further visits will be arranged.</p> <p>Gov comment: I found the visit to GH very useful as I have not been to the school during a school day.</p> <p>Gov comment: I enjoyed both school visits – the wellbeing check in was fantastic to see. It was good to see the CHAMPS values at the core of both schools.</p> <p>CofG: It was a pleasure and we do have two very good schools. Children are happy, have a sense of humour and feel safe and are ready to learn.</p> <p>HT: The STC Ofsted report mentioned the sense of humour as a positive.</p> <p><u>SCR</u></p>	<p>FGB</p> <p>HT</p>

	<p>HT received the reports today, CS only visited yesterday so thank you for completing them promptly. CS: Both SCR's are up to date, there are 2 new governor records and 1 volunteer and all documentation is in place.</p> <p>I witnessed a fire drill at STC as I was passing the school, it was undertaken very calmly, and the children did exactly as they were asked by the adults. They all listened and were safe, it was very good. The policy is applied consistently.</p> <p>All governors accepted the link roles given.</p> <p>AB has been given the role of safeguarding following CS resignation. Action: HT to check if AB is happy with this role.</p>	HT
12	<p>Marketing Strategy Update, Community and PR update - questions All governors have been sent the marketing plan which is a working document broken down into terms.</p> <p>HT: You can see what we have done and completed in the Autumn and Spring terms and what will be done in the Summer term.</p> <p>Prospective parents are commenting on the website when they come to visit the school. They are seeing the Facebook posts and comment positively. The impact of the website and Facebook is shown in the plan.</p> <p>Due to a possible shortage of nursery places JS mentioned at the finance meeting that it would be worth doing a push on marketing the nursery provision for the federation.</p> <p>The leaflet drop last time was very successful therefore we have done a separate leaflet to market our federation nursery provision. We need help to distribute the leaflets.</p> <p>Action: J Smail and J Smith will co-ordinate and allocate areas to governors.</p> <p>There are boxes of leaflets in both school offices.</p> <p>HT: Once we have run the timescale for the Brimhams Radio we will not renew – analyses has shown that we have not gained from this.</p>	JS/JS

	<p>HT: After Easter, some of the Year 5/6 children will be attending the coffee and chat in the Memorial Hall that C Skaife runs for the community.</p> <p>At Glasshouses the children will be attending the weekly 'Feast & Fountain' run by one of the parents.</p> <p>Action: Add to the marketing strategy.</p>	BM
Finance		
13	<p>Monitoring Report – February Questions Finance working group update SFVS – approval Start Budget update</p> <p>BM: Monitoring report has been sent with the agenda. you can see from the projected c/f at year end that it has increased since revised budget figures. It may be higher still at year end which will help next years forecast.</p> <p>GL: I met with the BM to go through the checklist and ensure that the financial systems and processes are in place. All the responses are accurate and evidenced. There are robust systems and processes in place. I completed this on behalf of the FGB and recommend for approval.</p> <p>All governors approved the SFVS. Action: BM to submit to Veritau tomorrow in time for the 31 March deadline. BM was thanked.</p> <p>Further information forms part of the confidential minutes.</p> <p>HT: The FSW has secured funding from the Yorkshire Dales Millenium Trust for the FSM families to have vouchers to use during the holidays. They are given £15 per child per each holiday week to spend at Dales Market Corner on food. This has been fully funded for the year April 24 to March 25 by the grant.</p> <p>Gov comment: This could be used for positive publicity. Action: To include in a future press release.</p> <p><u>Start Budget</u> Parts in confidential minutes. The teachers' pension grant has been confirmed by the DfE and the recent increase will be covered by the grant.</p>	<p>BM</p> <p>HT</p>

	The Start Budget will be completed in time to be approved at the next meeting in May before submitting to NY by 20 th May.	
Standing Items		
14	<p>Health and Wellbeing CofG: The H&W of the HT and staff is paramount to the governing board. The Headteacher will talk to the Chair if needed. Zoe Jackson has agreed to be a point of contact for the HT to discuss H&WB policy and practice in the Federation.</p>	
15	<p>Safeguarding – brief update including Feedback on current information /information from training/context from the safeguarding governor Completed earlier in governor monitoring.</p>	
16	<p>Health and Safety (incl Premises) Questions relating to this HT: The HSE recently visited STC as part of their national audit on Asbestos and procedures in schools. It was a through review of procedures and the auditor said that she had no fears of our procedures and that they were exemplary. The BM has the files at both schools in good order and everything is as it should be her questions were answered and articulated well regarding the asbestos in place at STC and how this is dealt with and monitored.</p> <p>BM: There are only 2 areas at STC both external to the main school building and there is no known asbestos at Glasshouses. We were fortunate at STC to have the vast majority removed during the Children’s Centre build and the other areas have been removed over past 10-15 years.</p> <p>Action: BM to chase up the report with the auditor.</p>	BM
17	<p>HKR Locality Board Updates (Harrogate, Knaresborough & Ripon) HT: As previously mentioned, we have been selected for the SEND/PP project which has been fully funded for two years. Both reviews have been booked in for 19th June and 1st July. They will look at the behaviour approach and ethos. The board are appointing an attendance officer for the locality to work specifically on the attendance for SEND and PP children.</p>	

18	<p>Policies and Documents</p> <p>The following policies were approved signed and dated.</p> <p>Headteacher Scheme of Delegation SEN & Disabilities Attendance & Absence Admissions HR – Attendance staff Probation H&W Educational Visits Parent Carer & Visitor Smoke Free Reading for Pleasure Acceptable Technology Use Governor Code of Practice</p> <p>The following policies were sent with the agenda for information.</p> <p>School Attendance Support Pathway Asthma Managing Medicines Breakfast & After School Unreasonable & Vexatious Complaints Positive Marking More Able Pupils Collection and Non-Collection of children Children in Care Homework</p>	
19	<p>Communication received</p> <p>No communication received.</p>	
20	<p>Exchange of Information – relevant information to be shared.</p> <p>No further exchange of information.</p>	
21	<p>What impact have we had today on the achievement of pupils in our school? Ethos/Vision/Rights Respecting?</p> <p>Discussion regarding professionalism of governors and commitment to CPD.</p>	
22	<p>Close of Meeting</p> <p>Next FGB meeting – Wednesday 15 May at St Cuthbert’s CE Primary School 6pm</p>	
Meeting closed at: 7.45pm		

Summary of Actions		
1b	<p>Action: GL will pick up the Foundation governor role and speak with DH.</p> <p>Action: Co-opted vacancy will be advertised in due course.</p>	<p>GL</p> <p>CofG/HT/ Clerk</p>
8	<p>Action: HT/DHT will look again at possible ways to engage parents with online safety.</p> <p>Action: Pupil Leadership to be involved with discussions.</p> <p>HT to share LA reports with CofG</p> <p>Action: Reminder to parents of the Behaviour Policy and what to expect.</p>	<p>HT/DHT</p> <p>HT</p> <p>HT</p>
9	<p>Action: Governors to record in CPD in teams.</p> <p>Action: Any certificates need to be emailed to the Clerk</p>	FGB
10	<p>Action: Governors to read and use the updated online Governor guidance for reference.</p>	FGB
11	<p>Action: Governors should contact the link staff members to arrange meetings and visits and let the HT know of visits and arrangements. When monitoring has been completed this must be emailed direct to the Headteacher email.</p> <p>Action: Further learning walk visits will be arranged.</p> <p>Action: HT to check if AB is happy with the safeguarding role to replace CS.</p>	<p>FGB</p> <p>HT</p> <p>HT</p>
12	<p>Action: J Smail and J Smith will co-ordinate and allocate areas for nursery leaflet distribution to governors.</p> <p>Action: Add the pupil community visits at GH & STC to the marketing strategy.</p>	<p>JS/JS FGB</p> <p>BM</p>
13	<p>Action: BM to submit the SFVS to Veritau tomorrow in time for the 31 March deadline.</p>	BM

	Action: To include the grant received for holiday meal vouchers in a future press release.	HT
16	Action: BM to chase up the asbestos report with the auditor.	BM