



Upper Nidderdale Primary Federation  
Glasshouses Community Primary School  
St Cuthbert's CE Primary School

Minutes of the Meeting of the Governing Board  
Wednesday 15 May 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:** C Caswell, S Edwards, K Harris, Z Jackson, G Lewis, J Smail, J Smith, N Thornber & N Wilkinson (Associate Member)

**In Attendance:** A Lumley (Clerk)  
Jayne Fearnly (Family Support Worker) invited for item number 8 on the agenda.

**Meeting opened at: 6.00pm**

Number	Item	Action
1a	<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> <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><b>CofG:</b> Welcome to Stephen Edwards who has replaced Darryl Hall as the Diocese Ex-Officio governor.</p>	

<p><b>1b</b></p>	<p><b>Membership of Meetings</b>  <b>CofG:</b> Abi Broadley has resigned from the Governing Board earlier this week. She is very busy with her business which has meant missing meetings.</p> <p>The governors wished to note thanks to Abi who has had been an integral part of the FGB during her time in office.</p> <p>Helen Allison has completed a governor application form has met with both the HT and CofG. Helen would bring skills to the governing board that are currently required.</p> <p>Governors agreed to the Co-option and a vote was taken with a show of hands.</p> <p><b>Action:</b> The Clerk will contact Helen to arrange documentation, once completed the HT and CofG will complete the induction process.</p> <p>There is still a vacancy for a foundation governor, but the governors will review this in Autumn Term</p> <p>A Broadley was a Local Authority vacancy – it is the LA responsibility to fill this vacancy, but the governing board can recommend to the LA.</p> <p><b>Action:</b> Chair of governors and EHT to meet and update at next meeting.</p>	<p><b>Clerk/HT/CofG</b></p> <p><b>CofG/HT</b></p>
<p><b>2</b></p>	<p><b>Apologies for absence</b>  N Thompson  Reasons were given to the Governing Board and apologies accepted.</p>	
<p><b>3</b></p>	<p><b>Reminder about the essential need for confidentiality and declaration of interests:</b>  Pecuniary or non-pecuniary and at appropriate times. Governors were reminded of the need for confidentiality around discussions during meetings.</p> <p>There were no Business Interests to declare.</p>	
<p><b>4</b></p>	<p><b>To identify any confidential items to be excluded from the publicly available minutes.</b>  Parts of Agenda item 8, 12 &amp; 20.</p>	
<p><b>5</b></p>	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b>  UNPF FGB 20/05/2024</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 by the CofG.</p>	
<b>6</b>	<p><b>Matters Arising from those minutes</b></p> <p>No matters arising.</p>	
<b>School Improvement</b>		
<b>7</b>	<p><b>Update on Fountains Earth Lofthouse CE Primary School – Approval of Instrument of Government</b></p> <p>Following the closure of Fountains Earth CE Primary School, an updated instrument has been drawn up by the Local Authority and the Diocese. The only change is the removal of FE and the date of the instrument.</p> <p>A question was raised regarding number 11 on the instrument regarding trustees.  <b>Action:</b> S Edwards will ask the Diocese.</p> <p>The governors agreed the instrument of government and a vote was taken with a show of hands.</p>	<b>SE</b>
<b>8</b>	<p><b>Verbal Update of School Improvements and Self Evaluation by Executive Headteacher</b></p> <p><b>Action:</b> Power point from discussion will be put on teams after the meeting</p> <p>Jayne Fearnly was introduced as Family Support Worker.</p> <p>The headteacher reminded governors of the School Development points.</p> <p>A discussion took place regarding data targets, igniting the curriculum (foundation subjects) and multiplication in maths.</p> <p>The HT informed the governors that staff have recently revisited the Behaviour expectations ahead of the Positive Regard review on 19th June and 1st July</p> <p>The SEF (one for each school was explained and discussed. STC is overall Good and SIAMS is Good.</p>	<b>Clerk</b>

GH is Good for Quality of education, Leadership & Management and Early Years. It is Outstanding for Behaviour & Attitudes and Personal Development.

Safeguarding was reported.

Low level referrals 2

Attendance NW & JF gave verbal update up to 30<sup>th</sup> April.

	National %	GH %	STC %
Whole sch	93	96.02	93.61
Persistent Abenteeism	20.2	5.77	13.56
SEND Attendance		96.8	89.24
SEND PA		0	25
PP attendance		95.74	94.67
PP PA		0	16.67

**Governor question:** How does PA relate to attendance?

**NW:** Below 90% from Sept to 30<sup>th</sup> April

There is no national data for SEND until the end of the year.

As a team we are already liaising with North Yorks attendance team.

**HT:** Governors need to be aware of how effective our procedures are.

**Governor question:** How does this compare to last year?

**NW:** GH has always been below National, but STC always a high absence rate. Children who have been persistent absentees have been offered Early Help.

**Governor comment:** All the work that has been put into this has had an impact as absence has improved.

**Governor comment:** The SEN absence is high at STC is there a reason?

**NW:** Yes, we have had Chicken Pox, stomach bugs and colds.

**Governor question:** Has school refusal played any part in this?

**NW:** No. We work with families to address this straight away.

**HT:** This is where our parable of the lost sheep comes in – we quickly work with families and our Christian Values and effectiveness has a church school.

**Governor comment:** If you stripped out illness – there would be little left as unusual absence.

**HT:** We don't say that parents must bring their poorly child to school, we have supported those families who have a persistently ill child.

**HT:** Governors are welcome to attend Celebration Assemblies on Friday 9am at STC and GH 3pm.

Schools are targeted for attendance; we do reward good attendance but it is hard when children are genuinely ill.

Referrals

**Social Services**

GH 1

STC 2

**Early Help**

GH 1 previous 1 new

STC 1 previous 1 new

**Resilience Team**

GH 1 previous 2 new

STC 2 previous 3 new

**Operation Encompass**

GH 2

STC 0

**Bereavement referrals**

STC 1

GH 1

Resilience is a new team. Schools are seeing an increase in cases and issues to deal with as the thresholds are so high.

**Governor Question:** Are Early Help and resilience separate to Social Services?

**NW:** Yes, it is because Social Services are passing back to school that they have set up the resilience team.

**HT:** J Fearnley's role as FSW is important and successful. Parents often find it easier to speak to the FSW as opposed to the DHT or teachers.

We have accessed help from the church food banks too.

**Behaviour**

Is from January to the current.

**Low level Disruptions:**

STC

January

30 low level / 40 poor choices

We have done lots of work/ CPD with staff and children.

February

11 low level / 11 poor choices

March

13 low level/ 29 poor choices

April

9 low level / 18 poor choices (this is one child 18 sep incidents)

GH

January

10 low level / 15 poor choices

February

10 low level / 15 poor choices

March

10 low level / 18 poor choices

April

4 low level / 12 poor choices

**HT:** There is an improvement in behaviour and the effectiveness of the policy.

**NW:** Where these incidents are happening is mainly transition times.

**Governor question:** Can you give an example of low level and poor choices?

NW explained the system and chart regarding warnings and consequences for choices made.

**Governor question:** Is every behaviour incident recorded?

**HT:** Yes, it is recorded on CPOMS. Low level concerns are recorded too as that affects the learning. CPOMS is analysed.

**Governor question:** Is there a link to SEN needs?

**NW:** Sometimes it can be linked to this.

PP/SEN/PE Strategy

C Caswell is the PE lead, NW is SEN lead and NW & JF are PP.

Headlines from the strategy were given.

**NW:** We have identified names for learning and social emotional progress in line with peers. Some are accessing SEMH support, a few PP are working at greater depth, especially in Maths.

PP national average is 23.8% and at GH it is 19% and GH 22%. We are only just a bit below the NA for two small schools.

**CC:** Sports premium receives strategic funding with is used for Kanga Sports for part. The children achieve well, the autumn focus was invasion games, and the Spring term has been gymnastics and dance.

100% of KS1 are working at expected at both schools. SEN at both schools are 100% age related expectations. This shows the impact of resource using external delivery.

We have extracurricular clubs at both schools and attendance is good. Previously only 30% of girls were attending at GH and we have now doubled the offer and staff are doing roller booting and running club.

Clubs have a high profile in the federation and are very well received.

From Spring 2 to Easter GH had 28 children attending 5 clubs and now in summer 1 there are 80 attending 8 clubs.

Every club has SEN / PP children attending which shows the impact.

There is a decrease at STC, but we will promote further. Staff and volunteers do help at clubs, but we do need to continue to ask parents.

We are raising the profile of sport and have had free cricket sessions run by the Yorkshire Cricket board at both schools. The focus is to build resilience in sport.

**JF:** We have received funding for Free School Meal vouchers throughout the holidays – each child in receipt of FSM receives £15 to use at Dales Market Corner on food.

	<p><b>NW:</b> We are currently developing the GAP. We have got the rooms and interventions up and running, we have shared with staff how it will look/work.</p> <p><b>JF:</b> We identify children for a 3-week cycle, we have 1:1 check ins and we are working on self-esteem. There are also ad hoc children that we pick up on at check ins. If children cannot communicate, they cannot learn. It has had a massive impact, and it is very rewarding.</p> <p><b>CofG:</b> I am very impressed with everything that is happening in the federation and thanks must go to the staff for all their hard work.</p> <p><b>Governor comment:</b> We can see that figures are going down and the impact that is seen shows strong leadership.</p> <p>Further discussion forms part of Confidential minutes</p>	
<b>9</b>	<p><b>Governor CPD</b> CPD records in teams please complete if you are doing anything, training and podcasts</p> <p>Governors gave an overview of training undertaken since the last meeting.</p> <p>When training is completed, please send any certificates to the Clerk.</p> <p><b>Action:</b> Governors to continue to look at the training and podcasts available and record in teams and send in certificates.</p>	<b>FGB</b>
<b>10</b>	<p><b>Governors Subject Area/Monitoring Visits to School – to date</b> The governor monitoring documents are available on teams to use.</p> <p>Monitoring areas have been given to governors if you can please continue to complete and send to HT.</p> <p><b>Action:</b> Governors, please see link gov roles in teams, contact staff member cc HT in and send completed to HT ready for next meeting.</p>	<b>FGB</b>
<b>11</b>	<p><b>Marketing Strategy Update, Community and PR update - questions</b></p> <p><b>HT:</b> This half term nothing new we are continuing to distribute nursery leaflets</p>	



	<p>GL and J Smail have distributed some today. Most of GH completed and some of PB.</p> <p>J Smith and J Smail have coordinated where to deliver. Discussion on whether to deliver in catchment or beyond.</p> <p><b>HT:</b> I think we should go beyond catchment as we have had children recently come in to school from outside of catchment from Craven area and Masham area.</p> <p><b>NW:</b> David will do leaflets in SB area.</p> <p>BM has delivered to estate agents, and local book shop.</p> <p><b>JS:</b> Will give out at Toddler Group and have given to the library.</p> <p><b>HT:</b> Your Harrogate Radio are promoting us and we have things coming up.</p> <p><b>Action:</b> Outside spaces to be added to leaflets and Website.</p>	<p><b>NW</b></p> <p><b>HT/BM</b></p>
<b>Finance</b>		
<p><b>12</b></p>	<p><b>Outturn Monitoring Report –Questions Approval of Start Budget – Questions Any other financial information</b></p> <p>Governors have been given the reports</p> <p>Some information forms part of Confidential minutes.</p> <p>We have taken a few extra children into reception and school not included in the SB figures.</p> <p><b>BM:</b> I have added an appendix to give break down of GH numbers. It is a joint budget, and it is just the figure on front sheet that show STC, but GH are listed with in the comments on the codes.</p> <p><b>HT:</b> We have taken in extra pupils for Sept Reception at GH, PAN is 10 pupils, we will have 11.</p> <p><b>HT:</b> It is important that the cricket field is on the website showing the outdoor spaces as this is a key area to attract parents</p>	

	<p><b>Action:</b> Marketing the outside space on website and future leaflets.</p> <p><b>Governor comment:</b> Good that we are gaining 11 and losing less.</p> <p><b>HT:</b> Yes, we do need to keep an eye on numbers going out and in but as a federation not as separate schools.</p> <p>Governors approved the Start Budget with a show of hands.</p> <p><b>Action:</b> BM to submit the start budget to NY.</p>	<p><b>HT/BM</b></p> <p><b>BM</b></p>
<b>Standing Items</b>		
13	<p><b>Health and Wellbeing</b> Covered early in HT report</p>	
14	<p><b>Safeguarding – brief update including Feedback on current information /information from training/context from the safeguarding governor</b></p> <p>Completed earlier in HT report.</p>	
15	<p><b>Health and Safety (incl Premises) Questions relating to this</b></p> <p>N Thompson not here tonight but he has emailed his report to CofG – report has been added to teams for governors to see.</p> <p><b>CofG:</b> GH is good after Working Bee Day lots of work was completed.</p> <p>STC has more amber and red areas, but it is hoped that these will be addressed at the Working Bee Day.</p> <p>Working Bee at STC is on first sat after half term if anyone can help, please do.</p>	
16	<p><b>HKR Locality Board Updates (Harrogate, Knaresborough &amp; Ripon)</b></p> <p>Next meeting on 24<sup>th</sup> June</p> <p>We will have a new curriculum for SEN hub which will help. Strategies and very detailed for us to follow.</p> <p>We will give impact report back to HKR locality board.</p>	

<p><b>17</b></p>	<p><b>Policies and Documents</b>  <u>The following policies were approved, signed and dated.</u>  Educational Visits  Premises Management  Two Way Radio  <u>The following policies were sent with the agenda for information.</u>  Breakfast and After School Club  Communications and emails  Extra-Curricular Clubs  Presentation, Display and Environment</p>	
<p><b>18</b></p>	<p><b>Communication received</b>  No communication received.</p>	
<p><b>19</b></p>	<p><b>Exchange of Information – relevant information to be shared.</b>  No further exchange of information.</p> <p>Committee membership for statutory committees discussed.  Due to governor’s leaving we need to allocate new governors on the committees.</p> <p>Governors agreed to joined to the committees  And a new list drawn up.  <b>Action:</b> Clerk to add to governor information for website.</p> <p><b>Clerk:</b> We need to add names so that we are legal, but this can be changed when new governors join.</p> <p>If these committees meet it may be that other governors need to join due to conflict of interests</p>	<p><b>Clerk</b></p>
<p><b>20</b></p>	<p><b>What impact have we had today on the achievement of pupils in our school? Ethos/Vision/Rights Respecting?</b>  Discussion regarding professionalism of governors and commitment to CPD.  Behaviour  PP  SEN  Personal development</p> <p>Talk about including and taking people with us – not leaving anyone behind</p> <p>Diocese Governor met with HT previously and discussed a new strapline.</p>	

<b>21</b>	<b>Close of Meeting</b> Next FGB meeting – Wednesday 17 <sup>th</sup> July at Glasshouses Primary School 6pm	
<b>Meeting closed at: 8.00pm</b>		
<b>Summary of Actions</b>		
<b>1b</b>	<b>Action:</b> The Clerk will contact Helen to arrange documentation, once completed the HT and CofG will complete the induction process.  <b>Action:</b> Chair of governors and HT to meet regarding LA vacancy and update at next meeting.	<b>Clerk/HT/CofG</b>  <b>CofG/HT</b>
<b>7</b>	A question was raised regarding number 11 on the instrument regarding trustees. <b>Action:</b> S Edwards will ask the Diocese.	<b>SE</b>
<b>8</b>	<b>Action:</b> Power points from discussion will be put on teams after the meeting	<b>Clerk</b>
<b>9</b>	<b>Action:</b> Governors to continue to look at the training and podcasts available and record in teams and send in certificates.	<b>FGB</b>
<b>10</b>	<b>Action:</b> Governors, please see link gov roles in teams, contact staff member cc HT in and send completed to HT ready for next meeting.	<b>FGB</b>
<b>11</b>	<b>NW:</b> David will do leaflets in Summerbridge area.	<b>NW</b>
<b>12</b>	<b>Action:</b> Marketing the outside space on website and future leaflets.  <b>Action:</b> BM to submit the start budget to NY.	<b>BM</b>  <b>BM</b>
<b>19</b>	Governors agreed to joined to the committees And a new list drawn up. <b>Action:</b> Clerk to add to governor information for website.	<b>Clerk</b>