



Upper Nidderdale Primary Federation

Glasshouses Community Primary School  
St Cuthbert's CE Primary School

Minutes of the Meeting of the Governing Board

Wednesday 17 July 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**

### **Mission, Vision and Values**

#### **Mission**

To create a school Community who work and learn together to improve and create an aspirational experience and knowledge rich curriculum for our pupils today. It lays out a vision for an educational approach that enables all pupils and adults to be nurtured, thrive and succeed, growing potential and achieving high performance - creating confident and knowledgeable thinkers – **CHAMPS**.

#### **This is achieved through our CHAMPS VISION AND VALUES.**

At Upper Nidderdale Primary Federation, we are 'Busy Being CHAMPS'. This means that when you visit us at our schools, you will see all of our children and staff using our CHAMPS values in everything we do. We know that to be successful in all that we do we need to;

- Be able to **CHOOSE** the right way and take responsibility for our own actions
- Be **HONEST** in everything we do and show compassion for others
- Be able to develop our talents and talents to **ACHIEVE** our very best in everything we do
- Be respectful to everyone and show excellent **MANNERS**
- Be courageous when faced with challenges and **PERSEVERE** when situations are difficult and shows courage when they are challenged
- Be able to keep our self and other **SAFE**

This shows the special relationship we have with each other, where as a community, we look after each other and ensure we all act in the **CHAMPS WAY – Koinonia**

**Present:** C Caswell, K Harris, G Lewis, J Smail, J Smith, N Thornber & N Wilkinson (Associate Member)

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

**Meeting opened at: 6.00pm**

Number	Item	Action
1a	<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>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><b>CofG:</b> Change of plan for this agenda due to sickness and holidays absence of governors. We are quorate but key governors are absent therefore I propose that we reduce the agenda and re-arrange a meeting for Sept 18th at 6pm to discuss agenda item 7. This was agreed by governors present.</p>	
1b	<p><b>Membership of Meetings</b> Neil Thompson has resigned from the governing due to him starting his new career/job. We currently have a vacancy for a LA governor and 2 Co-opted governors plus the foundation governor. The CofG and EHT will lead on the vacancy adverts – conversations held already with individuals</p>	
2	<p><b>Apologies for absence</b> A Neal, Z Jackson, S Edwards &amp; H Allison.</p> <p>Theses apologies were all accepted.</p>	
3	<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>	

4	<p><b>To identify any confidential items to be excluded from the publicly available minutes.</b> Agenda item 11.</p>	
5	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b> UNPF FGB 15/05/2024</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>	
6	<p><b>Matters Arising from those minutes</b> No matters arising.</p>	
<b>School Improvement</b>		
7	<p><b>Update of School Improvement and Self Evaluation by Executive Headteacher. To include Safeguarding information.</b></p> <p>Agenda item will be discussed on 18<sup>th</sup> September.</p>	
8	<p><b>Governor CPD</b> The CofG thanked those governors who have undertaken training and recorded.</p> <p><b>Action:</b> Governors are reminded to complete training previously discussed and record in teams on their record and email the Clerk their certificates.</p>	<b>FGB</b>
9	<p><b>Governors Subject Area/Monitoring Visits to School – to date</b> The CofG and EHT are looking at this for September. Dates will be set so that it happens. S Edwards has visited with the Diocesan advisor.</p> <p><b>Action:</b> S Edwards to send his report to EHT.</p>	<b>SE</b>
10	<p><b>Marketing Strategy Update, Community and PR update - questions</b> <b>EHT:</b> Today we have BBC Look North in school doing a piece on poverty proofing. They started the story in Harrogate and have moved out to 'idyllic areas' to highlight that there is still a need in these areas. Their focus was on what the school were doing to support our families. We highlighted our morning toast, free BASC's, School Trips, FSM holiday vouchers, help with uniform and food bank. We spoke about the high</p>	

	<p>percentage of FSM's in our schools. The children were filmed, and they were fantastic at articulating on camera. This will hopefully be shown next Thursday evening on Look North. Although it wasn't set up as marketing it has given the Community Give Back a high profile. Koinonia.</p> <p><b>BM:</b> The leaflets for the Open Days are currently in production ready for the start of term and Nidderdale Show.</p> <p><b>EHT:</b> It would be good if Governors could be part of a rota to help on the stall at Nidderdale Show.</p> <p><b>Action:</b> BM will put a rota and send a reminder on teams at start of new year for governors to add their name to.</p> <p><b>EHT:</b> Explained the open days process and invited governors to be part of those.</p> <p><b>Action:</b> Governors to let EHT know if they can attend.</p> <p><b>Governor comment:</b> (who attended the leavers service) It was fabulous at GH leavers yesterday. It is all about bottling that spirit and showing the community how great it is.</p> <p><b>Governor comment:</b> Sports Days at both schools were fabulous too – great events and images of fabulous schools.</p>	<p><b>BM/FGB</b></p> <p><b>FGB</b></p>
<b>Finance</b>		
<p><b>11</b></p>	<p><b>Latest Monitoring Report –Questions</b> <b>Any other financial information from FWG</b></p> <p>Discussed confidentially and not part of public minutes.</p>	
<b>Standing Items</b>		
<p><b>12</b></p>	<p><b>Health and Wellbeing</b></p> <p><b>EHT:</b> We are starting the new flexi working trial for teaching staff at the beginning of October. We are the first in North Yorkshire.</p> <p><b>Governor comment:</b> Do you think that will help staff retention?</p> <p><b>EHT:</b> No, it won't specifically help retention. If staff leave, they have their reasons for leaving – relocation, promotion etc. It will help with future recruitment as an incentive.</p>	

<p><b>13</b></p>	<p><b>Health and Safety (incl Premises)</b>  <b>Questions relating to this</b>  <b>BM:</b> Contractors will be doing the works on the flat roof at GH first week of summer.</p> <p><b>EHT:</b> A lot of other maintenance and tidying, painting, mending, etc was done on the Working Bee Day.</p> <p>From the H&amp;S reports there has been an issue with the staff room windows at STC for some time. These were stripped, fixed and painted by S Wisman and D Wilkinson at the WBD and beyond. We have saved a lot of money by using our volunteers and it is hoped that the school kitchen may be decorated over the summer (saving approx. 3K). Lots of parents have completed the playground fencing on evenings and weekends. We will hopefully complete this at the next WBD. It is important that governors know what the staff and volunteers are doing to support and save money.</p>	
<p><b>14</b></p>	<p><b>HKR Locality Board Updates (Harrogate, Knaresborough &amp; Ripon)</b>  <b>EHT:</b> Funding has been received from the Locality for SEMH resources; this will be used for Clicker training and Positive Regard Reviews and follow up training and resource. Both schools have been reviewed and the reports are due August.</p> <p>We need to make our own processes more dynamic.</p> <p>A governor raised a question on how the firewall process works in school. The EHT explained that as part of the KCSIE 2023 and the updated CP policies, a report comes through to her every day which logs breaches e.g keyed words and /or sites. This is dealt with as per the online safety policy and CP policies. This forms part of the 1<sup>st</sup> of the month. It is an effective system, and the children know what to do and who to report to.</p>	
<p><b>15</b></p>	<p><b>Policies and Documents</b>  <u>The following policies were approved, signed and dated.</u>  CPD  Leave – changes to teaching and SLT  Budget Management  Relationships, Health &amp; Sex Education  Attendance  Child Protection</p>	

	<p>Attendance is new and ready to implement in September. There will be new letters for the next year. There will be no authorised holidays. We will have to follow the flow chart and parents will be fined £80 per parent and a second penalty will rise to £200. If this is unpaid then the LA will take legal action. In the Early Autumn term N Wilkinson, J Fearnley and T Haneskog (Attendance team) will hold parent drop to discuss and explain.</p> <p><b>Governor comment:</b> It seems to be a one size fits all with no local information taken into consideration.</p>	
<b>16</b>	<p><b>Communication received</b> No communication received other than the Sec 106 discussed earlier.</p>	
<b>17</b>	<p><b>Exchange of Information – relevant information to be shared.</b> No Information.</p>	
<b>18</b>	<p><b>What impact have we had today on the achievement of pupils in our school? Ethos/Vision/Rights Respecting?</b> Koinonia – community working together at the Working Bee Days. The school taking responsibility of their part of the in the community. The BBC programme on poverty and what the federation is doing to help this.</p>	
<b>19</b>	<p><b>Close of Meeting: 7.30pm</b></p> <p><b>Next meeting to discuss item 7 – 18<sup>th</sup> September.</b></p>	

<b>Summary of Actions</b>		
<b>8</b>	<b>Governor CPD</b> <b>Action:</b> Governors are reminded to do training previously discussed and record in teams on their record and email the Clerk their certificates.	<b>All governors</b>
<b>9</b>	<b>Governor monitoring</b> <b>Action:</b> S Edwards to send his report to EHT.	<b>SE</b>
<b>10</b>	<b>Marketing</b> <b>Nidderdale Show</b> <b>Action:</b> BM will put a rota on teams at start of new year for governors to add their name to. <b>Open Days</b> <b>Action:</b> Governors to let EHT know if they can attend.	<b>BM/All governors</b>  <b>All governors</b>