



Upper Nidderdale Primary Federation

Glasshouses Community Primary School
St Cuthbert's CE Primary School

Minutes of the Meeting of the Governing Board

Wednesday 6 November 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

Support and 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: H Allison, C Caswell, S Edwards, K Harris, G Lewis, J Smith, N Thornber & N Wilkinson (Associate Member)

In Attendance: A Lumley (Clerk)

Invited: R Thomas (BL @STC) & J Fearnley (CAPSO)

Meeting opened at: 6.00pm

Number	Item	Action
1a	<p>Welcome, Introductions and Opening Remarks Core Functions:</p> <ul style="list-style-type: none"> • Ensure the vision, ethos and strategic direction of the school is clearly defined • Support and 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 <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>	
1b	<p>Membership of Meetings At present we have the following vacancies: LA vacancy Co-opted vacancy Foundation vacancy</p> <p>Although we can run with these vacancies if governors do know of anyone who may be interested please do let the CofG or EHT know.</p>	
2	<p>Apologies for absence A Neal, Z Jackson & J Smail</p> <p>Theses apologies were all 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.</p> <p>There were no Business Interests to declare.</p>	

4	<p>To identify any confidential items to be excluded from the publicly available minutes.</p> <p>Part of agenda 3, 7 & 11 are confidential and information not for public minutes.</p>	
5	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: UNPF FGB 17/07/2024 & 18/09/2024</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>Matters Arising from those minutes No matters arising.</p>	
School Improvement		
7	<p>Executive Headteacher report 1 Includes Safeguarding information Performance Management of teachers (ANON) EHT: The report is now in the agreed new format giving governors opportunity to read the executive summary and then seek further details in the corresponding sections.</p> <p>There are no data sets for this meeting that will be the meeting in January following Autumn term data. The EHT informed the governors that she would pick out the information/areas to discuss that are important for this meeting.</p> <p>H Allison has done a lot of work as the safeguarding governor with the schools. K Butler (advisor) has visited GH to complete the annual Safeguarding audit. The review covered: systems, procedures, parent/children and staff voices, discussing data and polices.</p> <p>H Allison discussed the visit to governors and areas for improvement around Early Help and these have already been implemented.</p> <p>K Butler report commented that there is a strong culture of safeguarding and procedures/systems and she felt that all our systems in place were robust. This was described as 'exemplary practice'.</p>	

EHT: The STC safeguarding review will take place next week.

There were no further questions from governors.

EHT: Behaviour and Attitudes – We have had a reset after the holidays to refresh with the children after the long holiday. This is something the schools do (every school) after a holiday period. We have gone through our CHAMPS values again with the children and the behavior curriculum.

Confidential info in confidential minutes.

EHT: Our schools are taking part in the Positive Regard programme from the SpringWell Trust. It is a two-year programme to assist schools reflect on current practices due to the increased number of behavioural issues in primary schools.

The head will be completing the Specialist Behaviour Programme and we will be attending 5 days of training. Once completed; will become part of the PR team and assist with reviews/ supporting other school teams. This will generate income for the schools.

Are there any questions?

Governor question: Is The Gap part time at GH and full time at STC?

NW explained how the provision worked at each school.

Governor comment: You have targeted where it is needed?

EHT: Yes, through entry assessments which are assessed at certain points to assess impact and next steps.

RT: Although children are working in The Gap they are still a child in their class and the teachers are setting their work. They BELONG to the class and relationships are key.

EHT: We are working with Dr Alison Stewart. C&I specialist at NYC as we have a high percentage of children with support and care plans; this is very high for our small schools. The skill set and expectations for teachers is having to change (nationally) We have

submitted 4 additional EHCP applications to try to get funding.

Governor comment: This is not being helped by the national picture.

EHT: NY have a meeting planned to share the plans for the SEN provision.

Quality of Education

EHT: This half term QA approach and MER has changed. We have had pupil progress meetings with teaching staff and myself and the DHT have looked at every child, baselines, SEMH & SEN.

An intervention provision map has been completed for interventions and boosters. We will be undertaking 6 weekly reviews to keep review impact, progress and next steps.

External support has been brokered to support new staff and next steps for Early Years advisor. Phillip Webb for English, Little Wandle English Hub for Phonics and Sharon Day Maths advisor. Planning sessions, learning walks and modelled lessons all taken place and will continue throughout 24-25. Teachers are changing / adapting the way of working completely; this will take time if it is to be successful and will not change overnight.

I hope that you have the confidence in the plans/actions and that you know where we are and what we need to do and what we are doing.

Any questions?

Governor comment: Have you started interventions already this week? I was asked as a volunteer to help with these – will you be in touch?

Action: Yes, we have started. NW to inform the volunteers of what is needed.

CofG: We are going through a period of change and it seems that staff have responded well. Sometimes people can resist change.

RT: The children are really enjoying it, and it is a pleasure to teach.

NW: It has been a systematic change undertaking bit at a time.

NW

Further information in confidential minutes

CofG: We are fortunate to have the staff we have. Please share our thanks from the governing body. It is an exceptional situation and we have a lot going on.

Staffing and organisation

EHT: As you can see, we are very busy with QofE and T&L – a lot of operational work. Lots of time has been spent this half term on the budget/finance and HR work. The governors in the FWG have spent a lot of time along side myself and the BM.

Further information in confidential minutes.

The school numbers are currently 56 at GH and 65 at STC. New families looking around STC next week.

Governor question: Is there a downward spike in a few years?

EHT: We are small schools but we have some transient families. The spike is due to a larger year group leaving but is likely that by that point more children would have joined within other year groups. We are driving the marketing strategy and we are bucking the trend (positively) on the LA figures for children in the catchment.

Governor comment: Our community does seem to have people moving in that the LA wouldn't know about.

Further information in confidential minutes.

NW: We had an in-depth conversation previously regarding government changes on pupil absences and holidays. Our unauthorised numbers are going up – you can see these numbers in the report. We are hoping that these are historic and applied for before the changes and are not new ones after the changes. In the data GH is above national and STC is well below. This includes persistent absenteeism.

Further information in confidential minutes.

EHT: When holiday requests come in some parents have taken it personal against the school, not remembering that it is a national issue and Ofsted will judge a school on attendance. Parents are targeting the school for this and making some unhelpful and

	<p>disrespectful comments about the attendance. We have shared policy before Summer and continue to communicate from the Attendance team on newsletters.</p> <p>JF: It seems to be a normal level around here.</p> <p>Governor question: Are there any fines yet?</p> <p>NW: We are keeping a log, in a couple of weeks some children will reach the 10 sessions.</p> <p>CofG: All we can do is follow the protocol.</p> <p>NW: We are working hard. J Fearnley as CAPSO works with parents closely.</p> <p>EHT explained social services cases which are within the HT report.</p> <p>The number of families that the CAPSO supports is on page 18, we log all external supports and now we are logging internal. This gives governors a picture of all the work that is going on. The work of the CAPSO is very effective.</p> <p>JF: There is a lot of need currently.</p> <p>EHT: Is it a picture of our society?</p> <p>Governor comment: I think it is still a lockdown issue, it continues to have impact, the world has changed.</p> <p>A discussion around employment of specialist services such as social worker. EP took place, whilst we cannot afford this there may be other avenues.</p> <p>Action: BM to ask a friend who is an Educational Physiologist who works in West Yorkshire re: opportunities.</p> <p>CofG: As always it has been an interesting and comprehensive report. The level of commitment and knowledge is exceptional.</p> <p>EHT: The Performance Management of teachers and support staff has taken place and targets set.</p>	<p>BM</p>
<p>8</p>	<p>Governor CPD The CofG thanked those governors who have undertaken training and recorded.</p>	

9	<p>Governors Subject Area/Monitoring Visits to School – to date</p> <p>The new guidance was sent out and it is in teams to access.</p> <p>H Allison informed the governors that she has undertaken a monitoring check of the SCR and as per her report all records were up to date at the time of her check and she is confident that all procedures are followed and systems are robust.</p>	
10	<p>Marketing Strategy Update, Community and PR update - questions</p> <p>BM: Gave an overview of recent events such as Nidderdale Show and Open Days. Governors did a fabulous job of delivering the leaflets and thanks were given. We have new families moving in to the area and have several visits to look round at both schools in the diary for this term.</p> <p>Action: S Edwards to find out if we can include news or information in to the Methodist Church Newsletter. BM to contact GH village Association re: the local news</p>	BM SE
Finance		
11	<p>Approval of Revised Budget Any other financial information from FWG</p> <p>Discussed confidentially and not part of public minutes.</p> <p>Governors received the RB reports and summary within the EHT report. The FGB approved the RB. Action: BM to submit to NY.</p>	BM
Standing Items		
12	<p>Health and Wellbeing - Staff</p> <p>CofG: Asked if there were any issues?</p> <p>EHT: The governors are aware of all the work that is going on in both schools. We have supervision in place and the mechanisms to support.</p>	
13	<p>There was not an agenda item 13 – mistake on the agenda.</p>	

<p>14</p>	<p>HKR Locality Board Updates (Harrogate, Knaresborough & Ripon) EHT: Positive Regard is part of the locality board and it would have cost £6k. We have access to Verbo training tool and get free updates. They have appointed an attendance officer to work with the HKR area. They have been in touch to ask if help is needed. It is mainly for attendance with an SEN child. Action: Attendance team to contact and establish link.</p>	<p>Attendance Team</p>
<p>15</p>	<p>Policies and Documents <u>The following policies were approved, signed and dated:</u> ECT induction School uniform Whistleblowing H&S policies GH & STC Suspensions & permanent exclusions Flexi Schooling policy and guidance Remote learning</p> <p><u>The following policies have been given to governors for information:</u> Pupil Safeguarding Intimate Care Acceptable use Low Level Concerns Extra Curricular DSL Supervision Self Harm Suicide Ideation Early Years Safeguarding & Welfare</p>	
<p>16</p>	<p>Approval of Residential Visit 2025 NW discussed the residential visits with the governors and explained that the federation is looking at doing a visit one year to East Barnby and then the other a London visit. The London visit is booked through company that organise the whole visit, coach, tickets and accompany the visit throughout. There insurances have all been checked out.</p> <p>It would be for 3 days and 2 nights, they stay in a hotel, Lion King tickets, Thames cruise, meals out and they book it all. They would visit the National History and Science museums too.</p> <p>It is felt that this would give two contrasting residential visits for our year 5 and 6's. The cost is similar to East Barnby at £428.</p>	

	The governors approved the visit and thought it was good to have a company that do all the organising.	
17	<p>Communication received</p> <p>CofG: I have had an email from a renewable energy company who are looking at using heat source from Glasshouses Dam. I will keep you informed and we will need to do due diligence if we are thinking of being part of it.</p> <p>BM: Informed the FGB about Yorkshire Waters Sudpods that are fitted to downpipes to reduce the surface water that flows in to the river Nidd. Information has been sent to LA as they are the ones who have to sign the agreement if it goes ahead.</p>	
18	<p>Exchange of Information – relevant information to be shared.</p> <p>No Information.</p>	
19	<p>What impact have we had today on the achievement of pupils in our school? Ethos/Vision/Rights Respecting?</p> <p>All the hard work undertaken by the staff is making a huge impact. It has been good to have focus on the SEN.</p>	
20	<p>Close of Meeting: 7.30pm</p> <p>Next meeting needed to be changed to Wednesday 4 Dec due to Chairs work commitments.</p>	

Summary of Actions		
7	<p>Action: NW to inform the volunteers of what is needed for the interventions.</p> <p>Action: BM to ask a friend who is an Educational Physiologist who works in West Yorkshire.</p>	<p>NW</p> <p>BM</p>
10	<p>Action: S Edwards to find out if we can include news or information in to the Methodist Church Newsletter. Ang to contact GH village Association re: village news</p>	<p>SE</p> <p>BM</p>
11	<p>Action: BM to submit the Revised Budget to NY</p>	<p>BM</p>
14	<p>Action: Attendance team to contact and establish link.</p>	<p>Attendance team</p>