



Upper Nidderdale Primary Federation

Glasshouses Community Primary School
St Cuthbert's CE Primary School

Minutes of the Meeting of the Governing Board

Wednesday 4 December 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

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: C Caswell, S Edwards, K Harris, Zoe Jackson, G Lewis, A Neal, J Smith (on-line), N Thornber & N Wilkinson (Associate Member)

In Attendance: A Lumley (Clerk) & 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 Helen Allison & 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. Parts of agenda 7</p>	

5	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record: UNPF FGB 06/11/2024</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 Verbal Updates</p> <p>Statutory Safeguarding Information: DSL referrals Behaviour, Suspensions, and Exclusions Attendance and review updates LA Attendance and review updates</p> <p>SCR checks</p> <p>Governor Reports from Link governor visits, meetings EHT written report was at the last meeting, the second meeting of the term is the QA of governor link visits.</p> <p>Slides were shown of the information on the EWB and also shared with J Smith online.</p> <p>NW gave an overview of the DSL referrals to Social Services, Early Help for Sept, Oct & Nov.</p> <p>EHT: Are governors aware of what they are?</p> <p>Operation Encompass is for domestic violence and the police inform the school.</p> <p>Just B is a bereavement counselling service.</p> <p>Young Carers is to support children who may care for someone in the family.</p> <p>CAPSO is our own internal staff member, Jayne Fearnley who is there to help our children and families and sign post them to help.</p>	

	<p>External agencies are passing issues back to schools more and more. Whilst the numbers using the service decreases the numbers receiving help from our CAPSO is increasing.</p> <p>JF: We currently have 19 families with 23 children accessing help and support, which is a third of a school. Particularly this last half it has been intense.</p> <p>EHT: This data is also reflective of pupil data; if staff are dealing with issues their learning can be affected.</p> <p>JF: We have a child that could potentially become a school refuser.</p> <p>EHT: First and foremost, we are ensuring the children and safe and secure.</p> <p>Governor question: On average how many are there per month?</p> <p>NW: On average there is one new referral per school per month.</p> <p>Governor question: Are you able to sign post parents?</p> <p>JF: Yes, we are working on a Padlet – an online leaflet with a wealth of information and places to get help. This will be sent out to parents.</p> <p>Governor question: Will you be able to put it on the website?</p> <p>EHT: Yes, it will go on the website and sent out to all parents as we don't always know which families need help.</p> <p>A behaviour spreadsheet was shown and shared. This detailed the numbers of incidents.</p> <p>NW explained the headings and how they link to things that have happened. Disrupting learning and physical assaults on adults and pupils. The spikes in data were discussed. The Gap was explained and discussed.</p> <p>Further information forms part of confidential minutes.</p> <p>Governor question: SEMH – is that the check ins?</p> <p>NW: Any incidents that have been logged and children have spoken to adults.</p>	
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STC

NW: You can see the figures for the disrupting learning.

Further information forms part of confidential minutes.

Governor comment: You can see the quick response that has been put in place.

JF: Although the children are in The Gap it benefits them and the rest of the class. The Gap is planned out carefully.

EHT: It is important that the rest of the class have their needs met.

Attendance

Figures given and data shown and shared. The national figures were also given.

NW: We have one school well above average for attendance and one well below.

EHT: The systems and processes are exemplary but they have not had the same affect at STC. The Locality Board have employed an attendance officer. The school is working with them to discuss the attendance at STC. Ofsted will grade a school on attendance but if we are doing all that we should and can do we would still be good. We would not be penalised.

We have to have the rigor and follow policy.

A graph and data were shown and explained.

NW showed the groups that have to be reported on, the data was given along with Pupil Premium and SEN groups.

At GH all vulnerable groups are in school most of the time.

The groups and data were shown for STC –All vulnerable groups at STC are below national.

We have the same policies and procedures at both schools we do differentiate between the schools for needs. It is very involved and very tailored.

	<p>Governor question: Is there a link between male attendance here – poor attainment and refusal to work?</p> <p>NW: Male attainment is lower at STC.</p> <p>EHT: The DHT and myself have had a SATs meeting for parents at STC yesterday and only 2 out of 10 attended.</p> <p>Governor comment: Percentages don't work really because of numbers in year groups.</p> <p>Action: NW will use Fischer Family Trust to show how it compares in the region for the next meeting.</p> <p>One or two families can make a significant difference.</p> <p>Governor question: Under School Improvement are you convinced that learning for males is not the quality of education?</p> <p>EHT: Quality of Education is good and that is not a reflection of attendance. Pupil voice indicates this and the progress data substantiates this.</p> <p>SCR checks</p> <p>H Allison is not present but the checks have been made.</p> <p>New staff files are checked against entries on the SCR ensuring no gaps and compliance. Current staff list is checked against the SCR and HR files for new staff are checked ensuring complete with all documentation.</p> <p>Governor Visits</p> <p>All governors receive any monitoring reports completed once check by the EHT. These are within the meeting file on teams.</p> <p>SE has made a visit and completed a monitoring sheet.</p> <p>SE gave an overview of his visit and he felt the subject was being handled very well. Curriculum and spirituality are difficult but it is being done very creatively. Next time will be a more in-depth look.</p>	<p>NW</p>
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	<p>HA – SEN and safeguarding governor has visited this term for the SCR and SEN.</p> <p>EHT: We have a new Diocese Advisor – Paul Bowlas, he will do work with the governors next term.</p> <p>Governor comment: When I come in to school on a volunteer basis it is often a RE lesson and I see it firsthand in practice.</p> <p>CofG: Other governors have made appointments to visit for their monitoring area.</p> <p>Governor question: Can we be reminded?</p> <p>All governors know who their area lead is.</p> <p>Action: Governors need to make the contact with their lead. The information is all on teams in monitoring.</p> <p>Action: Clerk will send a text reminder at the beginning of each half term reminding governors to make their appointments.</p> <p>Visits are termly so it may not be for every governor that half term.</p>	<p>Governors</p> <p>Clerk</p>
<p>8</p>	<p>Governor CPD The CofG thanked those governors who have undertaken training and recorded. Please keep up with it and record on your teams file and send any certificates to the clerk.</p>	
<p>9</p>	<p>Marketing Strategy Update, Community and PR update - questions We have contacted the GH village magazine and sent something out with their newsletter. The source has also made contact and given deadlines for publications.</p> <p>Action: SE to check regarding the Methodist magazine.</p> <p>We are taking part in the singing in the High Street Christmas Late Night Opening.</p> <p>In the Spring term we will be holding our Working Bee Days again.</p> <p>We are making sure that we are seen and heard in the local communities.</p>	<p>SE</p>

	<p>Governor question: Do you have reception numbers for Sept 25?</p> <p>EHT: We do not get to exact figures until April 25 but we are creating our lists of what we know.</p>	
Finance		
10	<p>Finance Updates Any other financial information from FWG</p> <p>There is no news yet as to whether school will get any form of grant to cover the NI increases next year.</p> <p>All national pay awards have now finally been paid and back dated for both teaching staff and non-teaching. Teaching staff have been back dated to 1st Sept, however, non-teaching staff have been waiting since 1st April.</p> <p>Further information forms part of confidential minutes.</p>	
Standing Items		
11	<p>Health and Wellbeing - Staff EHT: We currently have a few staff off with sickness bugs and infections. There are a number of schools that have had to close due to staff shortages. We are on Skelton staff and may have to consider if there are any more absences.</p> <p>Return to work meetings always take place and documented and sent to LA each month.</p>	
12	<p>HKR Locality Board Updates (Harrogate, Knaresborough & Ripon) EHT: I mentioned earlier the attendance officer and they have made contact.</p> <p>We are part of the Positive Regard programme which is all funded through HKR LB.</p> <p>We are receiving training for team teach and I am also completing a 5-day specialist behaviour course which will enable me to provide training within the Federation and wider as a Positive Regard team member. I have currently completed 3 out of the 5 days.</p>	

13	<p>Policies and Documents <u>The following policies were approved, signed and dated:</u> Promoting Behaviour for learning and life Capability Appraisal Disciplinary Pay</p>	
14	<p>Communication received CofG: Glasshouses 123 development are still in touch regarding the heat source project. We are being chased to meet. Due diligence will be done as we would not want the Section 106 funding going in to that project.</p>	
15	<p>Exchange of Information – relevant information to be shared. No Information.</p>	
16	<p>What impact have we had today on the achievement of pupils in our school? Ethos/Vision/Rights Respecting?</p> <p>Governor comment: It must have been difficult for staff this term. It has been challenging and well done to everyone for responding and supporting the children and families. SEN is higher than average which has had an additional workload. The provision that has been put in place quickly and extra training to deal with the challenges needs to be commended.</p> <p>Further information forms part of confidential minutes.</p>	
17	<p>Close of Meeting: 7.15pm</p> <p>Next meeting – Wednesday 5th February 2025</p>	

Summary of Actions		
7	Action: NW will use Fischer Family Trust to show how it compares in the region for the next meeting.	NW
7	Action: Governors need to make the contact with their lead. The information is all on teams in monitoring.	Governors
7	Action: Clerk will send a text reminder at the beginning of each half term reminding governors to make their appointments.	Clerk
9	Action: SE to check regarding the Methodist magazine.	SE