



Upper Nidderdale Primary Federation

Glasshouses Community Primary School  
St Cuthbert's CE Primary School

AGM Minutes of the Meeting of the Governing Board

Wednesday 26 March 2025 at 6.00pm via teams

### **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:** S Edwards, K Harris, G Lewis, JSmail, J Smith, R Thomas, N Thornber & N Wilkinson (Associate Member)

**In Attendance:** A Lumley (Clerk) & J Fearnley (CAPSO)

**Meeting opened at: 6.00pm**

Number	Item	Action
1a	<p><b>Election of Chair and Vice Chair for the forthcoming year</b></p> <p>The Clerk asked for nominations for the position of Chair for the forthcoming year. Kim Harris was nominated as Chair <b>Proposed by:</b> Joel Smith <b>Seconded by:</b> Jenny Smail All in favour.</p> <p>The Clerk asked for nominations for the positions of Vice Chair for the forthcoming year. There were no nominations, and it was agreed to carry this forward until the next meeting.</p> <p><b>Action:</b> Agenda item at the beginning of the next meeting.</p>	<b>Clerk</b>
1b	<p><b>Welcome, Introductions and Opening Remarks</b></p> <p>Core Functions:</p> <ul style="list-style-type: none"><li>• Ensure the vision, ethos and strategic direction of the school is clearly defined</li><li>• Support and ensure the Headteacher performs her responsibilities for the educational performance of the school</li><li>• Ensure the sound, proper and effective use of the school's financial resources</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>	
1c	<p><b>Membership of Meetings</b></p> <p>At present we have the following vacancies: LA vacancy Co-opted vacancy Foundation vacancy New Staff Governor</p> <p>The Chair informed the governing board that Zoe Jackson has handed in her resignation as parent</p>	

	<p>governor. The Chair expressed his gratitude of Zoe's contribution and shared that this was due to work commitments and she would consider a return once her new role has settled. This means that there will be a parent governor election after Easter.</p> <p><b>Action:</b> Clerk to put together letter out to parents advertising the vacancy. EHT to check.</p> <p>Rachel Thomas was welcomed as a new staff governor.</p> <p>The CofG and headteacher have had a meeting with Mrs Amanda Simmons (who has previously worked for the federation) regarding one of the co-opted vacancies. If the governors agree with her co-option she would be a good addition and has agreed to be our Inclusion and safeguarding governor. She is very knowledgeable and comes with a wealth of experience.</p> <p>All governors agreed to the co-option.</p> <p><b>Action:</b> Clerk will contact Amanda and send the application form and arrange Induction with the Chair and EHT.</p>	<p><b>Clerk</b></p> <p><b>Clerk, CofG and EHT</b></p>
<b>2</b>	<p><b>Apologies for absence</b></p> <p>A Neal sent his apologies for the meeting.</p> <p>This apology was accepted.</p>	
<b>3</b>	<p><b>Reminder about the essential need for confidentiality and declaration of interests:</b></p> <p>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>Action:</b> All governors need to sign their Business Interest forms for the coming year.</p>	<b>FGB /Clerk</b>
<b>4</b>	<p><b>To identify any confidential items to be excluded from the publicly available minutes.</b></p> <p>Parts of agenda item 7 &amp; 11.</p>	
<b>5</b>	<p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b></p> <p>UNPF FGB 04/12/2024</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>Main Agenda Item – School Improvement Executive Headteacher Report 2</b></p> <p><b>Includes Statutory Safeguarding Information</b>  <b>DSL referrals</b>  <b>Behaviour, Suspensions, and Exclusions</b>  <b>Attendance</b>  <b>LA Attendance and review updates</b></p> <p><b>Governor Reports from Link governor visits, meetings</b></p> <p><b>Headteacher new Vision &amp; Values</b></p> <p><b>EHT:</b> The report governors have received is for the spring term 1 which detailed autumn data. This meeting is for governors to discuss any monitoring visits. The executive summary details the report in summary. Autumn was a busy term with new starters, Maternity leaves and staff Inductions. It was highlighted that each term has particular crunch points.</p> <p><b>NW:</b> The section 175 safeguarding audit has been completed by the DSL team, we each took responsibility for certain sections and then got together to finalise with the EHT. It was reassuring to use as a good benchmark. This has now been submitted to NY.</p> <p><b>EHT:</b> A Simmons will be the Inclusion and safeguarding governor. We do still need an H&amp;S governor.</p> <p><b>Action:</b> Governors contact the BM if they would like to take on this role.</p> <p>The SCR health check has been booked in with the local authority for both schools. This gives us assurance that it is accurate.</p>	<b>FGB</b>

	<p>Are there any further questions?</p> <p>There were no further questions.</p> <p><u>Behaviour and Attitudes</u></p> <p>In the autumn term there were no suspensions.</p> <p>Update in confidential minutes.</p> <p>Governors will see that there are suggested actions for governors to undertake within the report. Whilst A Simmons goes through the induction period, governors should email myself or N Wilkinson regarding safeguarding.</p> <p>Are there any questions on the Behaviour and Attitudes section?</p> <p><b>Governor comment:</b> I would like to comment that I have seen good changes regarding the behaviour and attitude of our pupils.</p> <p><b>EHT:</b> Yes, we can see that from the data.</p> <p><u>Quality of Education</u></p> <p>There is a notable achievement. N Wilkinson and R Thomas have given the key headlines and again there are key actions for governors in the report.</p> <p>A Neal has been in to both schools for a curriculum walk and J Smail has been in for Early Years.</p> <p>A Neal spent time with N Wilkinson and R Thomas and there have been notable achievements since the autumn term. The first visit was week 2 of the autumn term. A Neal, N Wilkinson and R Thomas could see impact on pupils and are seeing progress in the key SDP areas.</p> <p>We have invested in a system called Nautilus, which is a tool for leaders to capture pupils learning and progress and quality of the curriculum. It has reduced the amount of time that QA takes, when governors visit, they can also use the system. This adds consistency to the QA that all leaders conduct and improves efficiency.</p> <p><b>RT:</b> Nautilus was used when A Neal completed his visit for Maths across the federation. We could see the progress for Year 4 multiplication checks and the</p>	
--	--	--

	<p>trend of girls under achieving. Year 6 – 43% on track in Maths, we have put in lots of extra time and changed the curriculum for this so there should be an increase seen.</p> <p><b>EHT:</b> P Camp is a new teacher at GH and she is now part of the Maths team. She has children at GH wanting to come to school to do their Maths, they are enjoying the lessons so much. This has given us confidence that there will be impact and progress seen in Maths.</p> <p><b>NW:</b> Nautilus can take photos and videos to upload which is very helpful.</p> <p>We are seeing upward trends in English – 75% are on track for Year 1 phonics at GH and 71% at STC.</p> <p>Grammar, punctuation and writing are all improving and you should see an upward turn in the results.</p> <p><b>EHT:</b> This is good for governors to see the impact and effectiveness of CPD.</p> <p>Are there any further questions? There were no further questions.</p> <p><u>Inclusion and SEND</u></p> <p><b>EHT:</b> I have put suggested governor actions into the report. A Simmons will eventually pick up on SEND, Inclusion, More Able and Pupil Premium.</p> <p>Marketing is gaining momentum. I have met with A Lumley who is taking the lead and T Haneskog to update on where we are at. The governing body can also help by actively promoting the schools and federation. Positive comments when talking to the community are very effective and important.</p> <p><b>Governor comment:</b> At the weekend there was a concert at the church with a top UK brass band and the Junior Band from our federation were fantastic. It promoted the federation very positively in the local community.</p>	
--	--	--

	<p><b>EHT:</b> Both J Fearnley and H Wilkinson have worked on the music. As well as the band we also have a Ukelele Club at both schools.</p> <p>We do need a marketing governor to work with us.</p> <p><b>Action:</b> Governors to contact the BM if they would like to take on this role.</p> <p><b>EHT:</b> Governor suggested actions have been put into the report.</p> <p><b>Governor question:</b> Could the specific needs be emailed out to governors?</p> <p><b>EHT:</b> The suggested actions are in the report.  <b>Action:</b> Clerk to email out the suggested actions from the report.</p> <p><u>Budget and staffing</u>  There are lots of details and budget is a key focus area at the moment. There will be a FWG coming up.</p> <p><b>Governor question:</b> Glasshouses Mill planning was approved – does this mean we will now get the Sec 106 funding?  <b>CofG:</b> I have been in discussions regarding the changed planning but have not heard anything.  <b>Action:</b> CofG will check for updates.</p> <p><u>Staffing Updates</u>  Information in confidential minutes.</p> <p><u>Vision and Values</u>  The EHT shared a Power Point on the new V&amp;V.</p> <p><b>Believe – Achieve – Inspire</b></p> <p><b>Governor comment:</b> It is very simple and direct, it is the ethos of the federation and succinct and clear, which is easily understood.</p> <p><b>CofG:</b> Great result for a fantastic vision that the working group came up with. Thanks to everyone who took part.</p> <p>Are there any comments?</p>	<p><b>FGB</b></p> <p><b>Clerk</b></p> <p><b>CofG</b></p>
--	---	--

	<p><b>Governor comment:</b> It is good that the CHAMPS is still part of the values. The ethos this gives to the children moving on to High School and beyond stays with them. Nidderdale High School have noted how our federation children are well behaved and CHAMPS becomes part of their essence.</p> <p><b>CofG:</b> We were keen not to lose CHAMPS so it is a good blend of the past but also moving forward.</p> <p><b>EHT:</b> We have not changed for the sake of change. CHAMPS still stands but with new wording.</p> <p><u>New Values</u>  Community  Hope  Aspiration  Mission  Perseverance  Shine</p> <p>The reasoning and thought behind each word were shown and discussed.</p> <p><b>EHT:</b> Any comments and thoughts?</p> <p><b>CofG:</b> It is great, we have kept CHAMPS but brought it up to date.</p> <p><b>Governor question:</b> Should this all be included in our marketing?</p> <p><b>EHT:</b> Yes, it is all going to be part of our marketing push.</p> <p><b>EHT:</b> In terms of the current SIAMS and Ofsted frameworks, this meets the criteria.</p> <p>They are strong Vision and Values.</p> <p>We have been looking at updating the logo to join the schools.</p> <p>The logo was shown and ideas discussed.</p> <p><b>Action:</b> Governors send ideas, what they like, to BM by Friday 4 April.</p> <p>All this will be shared with staff on Wednesday after Easter and then will be launched with pupils and</p>	<p><b>FGB</b></p>
--	--	-------------------



	parents. Everything will be updated with the new Vision & Values and logo.	
<b>8</b>	<b>Governor CPD</b> The CofG thanked those governors who have undertaken training and recorded.  <b>Action:</b> Governors to please keep up with it and record on your team's file and send any certificates to the clerk.	<b>FGB</b>
<b>9</b>	<b>Performance Management of staff and Headteacher</b> These have taken place.	
<b>10</b>	<b>Marketing Strategy Update, Community and PR update - questions</b> Marketing has been discussed earlier as part of new Vision and Values.	
<b>Finance</b>		
<b>11</b>	<b>Finance Updates</b> <b>Questions from January monitoring Report</b>  Information in confidential minutes.  <b>Approval of SFVS and submission of NY by 31 March</b>  <b>GL:</b> I have met with the BM to go through the SFVS and ensure that systems are robust and that we as a governing body are meeting the SFVS. I am happy that we are if governors are happy to approve.  All governors were satisfied with G Lewis suggestion and approved the SFVS.  <b>Action:</b> BM will submit the SFVS to the Local Authority.	<b>BM</b>
<b>Standing Items</b>		
<b>12</b>	<b>Health and Wellbeing - Staff</b> We have been trialing the Flexi working and it is still in its trial period.  We are a small staff team, so it is sometimes difficult, but staff are very appreciative of it and have valued the time.	

	Staff receive their 2 H&W days each year and they are very valued days.	
<b>13</b>	<b>HKR Locality Board Updates (Harrogate, Knaresborough &amp; Ripon)</b> <b>HT:</b> We have used the services of the attendance officer with a visit 2 weeks ago. Previously she was a social worker. She has met with N Wilkinson and we have lots of ideas and information from her.	
<b>14</b>	<b>Statutory Committee Membership - AGM process</b> It was agreed to have the same committee members for each committee as last year and add in new governors where required. <u>This was agreed for:</u> Complaints Appeals Pupil Discipline Staff Dismissal Staff Dismissal Appeals Finance Working Party  <b>Approval of T of R for the year</b> These were agreed, approved and signed by the CofG.  <b>Approval of Standing Orders</b> This was agreed, approved and signed by the CofG.	
<b>15</b>	<b>Policies and Documents</b> <u>The following policies were approved, signed and dated:</u> Attendance Management NY Complaints NY Probation NY Charging and Remissions Governor Code of Practice & Conduct Governor Induction Governor Visits Special Educational Needs & Disability Teaching & Learning Mental Health & Wellbeing Anti Bullying Online Safety Supporting Pupils with Medical conditions Parent Carer Visitor Code of Conduct  <u>The following policies were sent to governors with the agenda for information:</u> Mobile Phones & Devices Positive Marking & Feedback Homework Policy	

	Acceptable Technology Use Educational Visit Relationships & Health Education Communications and Emails – internal Communications and Emails – external	
<b>16</b>	<b>Communication received</b> <b>CofG:</b> The EHT and I met with the Glasshouses Mill owners, committee and councilor. It became clear that they were hoping for funds from the school, and we have decided to pull out the heat source plans.	
<b>17</b>	<b>Exchange of Information – relevant information to be shared.</b> <b>NW:</b> There has been a change of plan to the Residential Visit to London due to lack of interest and fears of a city visit from parents. To do the visit for the reduced numbers that were interested meant the cost escalated. We may look again another year, but for this year we have now booked to go to Robinwood, and outward bounds type of visit like East Barnby. The FGB approved the visit.  <b>Governor comment:</b> Perhaps we still need to push the idea of a London visit for future years. <b>NW:</b> Parents were very nervous about it. <b>Governor question:</b> Why have we not gone back to East Barnby? <b>NW:</b> Places for this year have all been taken, and Robinwood has turned out to be substantially less expensive than East Barnby.	
<b>18</b>	<b>What impact have we had today on the achievement of pupils in our school?</b> <b>Ethos/Vision/Rights Respecting?</b> <b>CofG:</b> The new Vision and Values and the impact that it will hopefully have is a major step forward. It has got to be relevant to the community that we live in.  <b>EHT:</b> I would like to thank the team for the work and enthusiasm that has been put into the new Vision and Values work.	
<b>19</b>	<b>Close of Meeting: 7:40pm</b> <b>Next meeting – Wednesday 14 May 2025 – via teams.</b>	

Summary of Actions		
<b>1a</b>	<b>Action:</b> Agenda item at the beginning of the next meeting.	<b>Clerk</b>
<b>1c</b>	<b>Action:</b> Clerk and EHT to put together letter out to parents	<b>Clerk</b>
<b>1c</b>	<b>Action:</b> Clerk will contact Amanda and send the application form.	<b>Clerk, CofG and EHT</b>
<b>3</b>	<b>Action:</b> All governors need to sign their Business Interest forms for the coming year.	<b>FGB/Clerk</b>
<b>7</b>	<b>Action:</b> Governors contact the BM if they would like to take on the role of H&S governor.	<b>FGB</b>
<b>7</b>	<b>Action:</b> Governors to contact the BM if they would like to take on the role of Marketing Governor.	<b>FGB</b>
<b>7</b>	<b>Action:</b> Clerk to email out the suggested actions for governors from the report.	<b>Clerk</b>
<b>7</b>	<b>Action:</b> CofG will check for updates on Sectin 106 funding.	<b>CofG</b>
<b>7</b>	<b>Action:</b> Governors send ideas regarding the logo, what they like, to BM by Friday 4 April.	<b>FGB</b>
<b>8</b>	<b>Action:</b> Governors to please keep up with it and record on your team's file and send any certificates to the clerk.	<b>FGB</b>
<b>11</b>	<b>Action:</b> BM will submit the SFVS to the Local Authority.	<b>BM</b>