



Upper Nidderdale Primary Federation

Glasshouses Community Primary School
St Cuthbert's CE Primary School

Minutes of the Meeting of the Governing Board

Wednesday 9 July 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

Believe Achieve Inspire

Our CHAMPS Values

Community – Treat others as we would want to be treated ourselves

Hope – Giving confidence in what we can contribute and achieve together

Aspiration – Believe that we can be the best version of ourselves in all we do

Mission – Living with purpose and commitment to making a positive difference

Perseverance – Not everything comes easily – keep trying to reach your goals and dreams

Shine – Let your light shine on yourself and others

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

In Attendance: A Lumley (Clerk)

Meeting opened at: 6.00pm		
Number	Item	Action
1a	<p>Welcome, Introductions and Opening Remarks</p> <p>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 new values also work the same for the governing board.</p>	
1b	<p>Membership of Meetings</p> <p>At present we have the following vacancies:</p> <p>LA vacancy</p> <p>2 Co-opted vacancies</p> <p>Foundation vacancy</p> <p>Parent vacancy – this will be advertised in the Autumn term and letter sent out.</p>	CofG/EHT/Clerk
2	<p>Apologies for absence</p> <p>A Simmons & J Fearnley (CAPSO)</p>	
3	<p>Reminder about the essential need for confidentiality and declaration of interests: Pecuniary or non-pecuniary and at appropriate times.</p> <p>Governors were reminded of the need for confidentiality around discussions during meetings.</p> <p>There were no Business Interests to declare.</p> <p>.</p>	
4	<p>To identify any confidential items to be excluded from the publicly available minutes.</p> <p>Parts of 7, 8 & 9</p>	
5	<p>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</p> <p>UNPF FGB 14/05/2025</p> <p>Minutes were agreed and approved by all governors in attendance.</p>	

	They will be signed and dated as a true and accurate record by the CofG.	
6	Matters Arising from those minutes No matters arising.	
School Improvement		
7	<p>MAIN AGENDA ITEM IS SCHOOL IMPROVEMENT Executive Headteacher verbal report 3</p> <p>Includes Statutory Safeguarding information: DSL referrals Behaviour, suspensions and exclusions Attendance LA Attendance and review updates Marketing Update</p> <p>Some information forms part of the confidential minutes.</p> <p>The governing body statutory presentation was shown along with the demographics. Home grown children were discussed along with SEN. They are getting additional support and resources, the staffing is high against national. It does impact on the school, we have 60% pupil premium and SEN. GH demographic was shown, SEMH is 60%, pupil premium is below national but high for a small school.</p> <p>Gov question: How many care plans are in progress? NW: There are two at the moment in progress and two have just come through that have been agreed. This is in a climate where not many are being granted.</p> <p>EHT: The first was for communication and interaction and the second is the first full EHCP received. It is a struggle to keep sensory needs in check within the classroom.</p> <p>The areas of need were shown at GH 14% of the whole school.</p> <p>NW: STC is 16% and there is a pattern across the country where a 450% increase has been seen. That is where the challenging behaviour is coming from.</p> <p>EHT: This will impact our SDP and we need to look at what we offer.</p>	

	<p>NW: At GH the dyslexia diagnosis is high at 56% at STC it is 40%.</p> <p>The SEMH bar was explained 60% on SEMH at GH 52% at STC where outside agencies are involved. This comes at a resource cost both human and financial. It is in line with our vision and values.</p> <p>EHT: At the last meeting this was discussed, we have been lucky as we have the director of MIND looking at provision in the Pateley Bridge area. It is a 16-week programme offering dropping for parents and also for pupils, it may also include staff training. Happy Mind is a DFE programme for mental health.</p> <p>We are excited about this opportunity which is being led by Jane Fearnley. There are higher demands on staff and leaders each care plan application takes at least two days to complete. We have appointed Jane Fearnley as assistant SENCO she will be completing the SEN NPQ.</p> <p>EHT: The 60% and 52% need something else, there is only so much we can do. We have appointed two LSA's to do SEMH and interventions. We are dealing with children who have suicide plans.</p> <p>EHT: Supervision meetings with myself as head teacher have been booked in so that staff can talk and offload.</p> <p>CoG: the scale of the challenge is phenomenal there are high expectations of parents and there is no awareness amongst parents of how hard this is.</p> <p>Some information forms part of the confidential minutes.</p> <p>EHT: It is about communication. We have had great SATs results, and we will be making a big deal about it.</p> <p>Gov comment: CHAMPs Values - We have our new vision and values and new parents perhaps focus more in a generic way how the Champs can help. Elude to challenges in a positive way.</p> <p>Part time timetables were discussed. These are what schools put in place for certain children, parents can request and access certain provision. We did want to discourage PTTT however at STC we have two part time timetables and one flexi school for medical reasons. We have meetings coming up to review.</p>	
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	<p>Gov question: How frequently are these reassessed?</p> <p>NW: 6 weekly.</p> <p>Gov question: If they are 6 weekly where are these recorded?</p> <p>NW: We use government statutory questions on next steps. Parents and staff members sign and it is recorded on CPOMS, there is then a meeting for review put in at that meeting. Actions are acted upon and recorded on CPOMS.</p> <p>Gov question: If there are urgent in between meetings is that logged the same?</p> <p>NW: Yes.</p> <p>Gov question: If there has been a movement in to the school for a child with a PTTT how would this be reviewed?</p> <p>NW: We would review at the induction in to school and a decision would be made, you cannot use PTTT to manage behaviour but a reason could be that a child struggles to regulate.</p> <p>EHT: We are responsible for the education and home visits if a child is on a PTTT or flexi school schedule. The SEN policy has a flow chart.</p> <p>Questions for governors to ask and for the SEMH governor to check is that the policy is followed and meetings happen.</p> <p>The DSL report was shown and discussed with a summary for both schools shown. The CAPSO role has increased in importance. STC has ten families consistently supported, GH has 8 to 9 families consistently supported. It is a good use of J J Fearnly's time there are also early health cases at GH 2 per month at STC there are currently 6 cases.</p> <p>Behaviour - key trends and highlights discussed. Most types are SEMH. Disrupting learning and refusal to work have flagged this term.</p> <p>Gov question: It states average 24 incidents but fourteen were in one week?</p> <p>It was explained how it brings up the summary it can be multiple in one behaviour incident with three subcategories.</p> <p>At STC There has been negative behaviour and disruptive behaviour incidents. This has been a spike, and things have been put in place. Not following instructions and refusal to work are flagging at STC. Two particular children are flagging very high and there are things in place to meet these needs.</p>	
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	<p>Gov question: Where you have a child with high needs do you change what happens, does it mean their needs are not being met?</p> <p>NW: It is the end of term, and whilst it is not an excuse it is hard for some children. We have put in place CHAMPS reminders at the start of each day and at the start of each lesson.</p> <p>Attendance</p> <p>EHT: This is high on the agenda for safeguarding concerns. STC is a similar picture to last term and persistence absence is higher than national at STC.</p> <p>Gov question: Is there a correlation between high SEN and attendance?</p> <p>NW: The national average for SEN is lower and has dropped considerably it does correlate for EHCP & PTTT, whilst it is authorised it is still an absence, even if it is illness we need to show we have challenged.</p> <p>Gov question: It states you have taken stringent action by knocking on doors etc?</p> <p>NW: Yes, that is still happening.</p> <p>STC has two children with severe medical needs which has made the absence worse.</p> <p>Gov comment: We are doing everything and following procedure, Ofsted would need to see that you are following procedures and doing everything you can.</p> <p>Gov question: Is it harder in rural farming communities?</p> <p>EHT: I do know of someone who took their child out of mainstream and entered a private school so that they could be more involved in the farm.</p> <p>No further questions.</p> <p>Agenda item 9 was discussed prior to agenda item 8.</p>	
8	<p>St Cuthbert's Communications and Marketing</p> <p>EHT: We have got Nidderdale Show booked in and we must be positive in the community. The vision signs have been commented on very positively on the website is being updated. The Royal Hall was a positive visit our children's</p>	

	<p>behaviour was impeccable, other schools at the Royal Hall commented on how well behaved our children were. This shows our behaviour curriculum and policy has been impactful.</p> <p>CoG: Lots of positive messages are going out.</p> <p>Some information forms part of the confidential minutes.</p>	
9	<p>Stakeholder feedback presentation</p> <p>EHT: We completed pupil voice in spring term and staff in the summer term, parents will be completed in the autumn term. If you see second to last sheet questions are shown. The main question is our children safe and there is a positive picture.</p> <p>NW: We followed up with children who have said they don't enjoy school we have spoken to unpick. I'm putting actions into place. Behaviour is good and we do not tolerate poor behaviour. These questions are following the new Ofsted framework. We do a lot of work around what is bullying and what is being unkind.</p> <p>Some information forms part of the confidential minutes.</p>	
10	<p>Governor Link Roles and questions</p> <p>EHT: We have less governors and therefore governors are taking on more roles. GL & JS have taken on maths and English. They will meet with NW & RT for maths and RB & NW for English.</p> <p>We need link governors to link with staff who are leading in areas.</p> <p>SE has been in for collective worship and GL continues as a volunteer. We need the governor visit reports as evidence for areas.</p> <p>Leadership and governance will be a highlight at Ofsted inspections. Questions for each area will be sent out to governors. Remember to check when you come in.</p> <p>Gov question: Should we get visits in before the end of year?</p> <p>EHT: Yes if possible</p> <p>Action: GL will come to see RT on Monday and JS will arrange to meet NW.</p> <p>CoG: 'Challenge' documented challenge is critical, never feel embarrassed are afraid at meetings or during visits to ask questions.</p>	GL / JS

11	<p>Governor Monitoring visits reports Feedback from Governor visits / updates with subject leads</p> <p>A Simmons – Safeguarding – absent from meeting G Lewis – SATs Security GL: I visited both schools to check on SAT security and procedure, it was carried out with military precision. All the security was carried out very professionally and did not impinge on the children they were all very calm whilst taking their sats.</p>	
12	<p>Governor CPD A reminder that everyone has access to modern governor which has online CPD training information.</p> <p>We need a governor to undertake online local prevent training. Action: Please get back to the chair of governors as soon as possible if you are able to do this training.</p> <p>An e-mail as also being sent regarding this</p>	FGB
Finance		
13	<p>Finance Updates – June budget monitoring questions (if available)</p> <p>BM: There have been staffing changes since start budget as discussed earlier this will have an impact on the year end and will be updated for the revised budget.</p> <p>Due to the timings of journal info coming into school at the beginning of each month for the previous month an up-to-date budget monitoring report has not been completed.</p>	
Standing Items		
14	<p>Health and Wellbeing - Staff This has been covered earlier in the head teachers verbal report.</p>	
15	<p>HKR Locality Board Updates (Harrogate, Knaresborough & Ripon) There are no further updates at this time.</p>	

16	Policies and Documents <u>For Approval</u> Educational visits <u>For information</u> Early Years Safeguarding and Welfare School Holiday Safeguarding arrangements Self Harm Policies were approved and signed by governors.	
17	Confidential item.	
18	Exchange of Information – relevant information to be shared. None	
19	What impact have we had today on the achievement of pupils in our school? Ethos/Vision/Rights Respecting? The results of achievement and data discussed earlier and the impact this has had for the children. Stakeholder response. CoG: It is important to have an inside view and an outside view. We have had a few challenges, and we are very confident that the inside view it's safe and good. We now need to bring the outside view alongside. I believe in our direction and what we are achieving and doing - we are going to shine with our fabulous results. Have a fabulous summer.	
20	Close of Meeting: 7.55pm Next meeting – TBC	
Summary of Actions		
1b	Parent vacancy – this will be advertised in the Autumn term and letter sent out.	CoG/EHT/Clerk
10	Govenor link visits Action: GL will come to see RT on Monday and JS will arrange to meet NW.	GL /JS

12	Governor CPD – prevent training – local Action: Please get back to the chair of governors as soon as possible if you are able to do this training.	FGB
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