



Upper Nidderdale Primary Federation

Glasshouses Community Primary School  
St Cuthbert's CE Primary School

Minutes of the Meeting of the Governing Board meeting

Wednesday 24 September at 6.00pm - Glasshouses 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**

## **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, A Simmons, 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>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 and Vision &amp; Values. The Chair thanked those for attending.</p> <p>We are setting the strategic direction, and the federation works as the CHAMPS model.</p> <p>Later in the meeting we will discuss the Nolan Principles.</p>  |                              |
| 1b     | <p><b>Membership of Meetings</b></p> <p>At present we have the following vacancies:<br/>           LA vacancy<br/>           2 Co-opted vacancies<br/>           Foundation vacancy<br/>           Parent vacancy – this has been advertised and letter sent out, we hope to have applications.</p> <p>We have had an application from Mrs Kerry Thorpe for one of the Co-opted vacancies, who was a parent at St Cuthbert’s, and she is also setting up the alternative art provision ‘Thread’ on St Cuthbert’s School site. She will be an excellent addition to the board is passionate about inclusion and SEN which fits our vision – Believe – Achieve - Inspire.</p> <p>The governors present gave their approval of the co-option.</p> <p><b>Action:</b> CofG, EHT and Clerk will move forward with the application and induction.</p> | <p><b>CofG/EHT/Clerk</b></p> |
| 2      | <p><b>Apologies for absence</b></p> <p>J Smail &amp; G Lewis.</p>  |                              |
| 3      | <p><b>Declaration of Interests:</b> Pecuniary or non-pecuniary and at appropriate times.</p> <p>The clerk circulated the form ‘Annual Register of Governors’ Business and Personal and Interests’ – governors were asked to complete and were reminded to</p>  |                              |

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|                 | <p>declare any changes at subsequent meetings.</p> <p>Governors signed and completed the forms.</p> <p><b>Action:</b> G Lewis and J Smail will need to update their BI form.</p> <p><b>Action:</b> The Governors' page on the school website to be updated.</p> <p>The Governor Code of Conduct was revisited and governors reminded of the content of the document.</p> <p>Governors were reminded of the need for confidentiality around discussions during meetings.</p>  | <p><b>Clerk</b></p> <p><b>Clerk</b></p> |
| <p><b>4</b></p> | <p><b>To identify any confidential items to be excluded from the publicly available minutes.</b><br/>Parts of agenda item 7 &amp; agenda item 12.</p>  |   |
| <p><b>5</b></p> | <p><b>Approve and sign the minutes of the last FGB meetings as a true and accurate record:</b><br/>UNPF FGB 09/07/2025</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> <p><b>ACTIONS</b> From previous minutes</p> <p><b>1b</b> Parent vacancy has been advertised and the closing date is 26<sup>th</sup> September.</p> <p><b>10 Governor link visits</b><br/>GL has been to discuss and monitor Maths with RT and JS has met with NW to discuss and monitor English.</p> <p><b>12 Governor CPD – prevent training – local</b><br/>A governor needs to complete the Prevent Local training. This has not yet been completed.</p> <p><b>Action c/f:</b> Governors to inform the CofG if they can complete this training.</p> | <p><b>FGB</b></p>                       |

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| <p><b>6</b></p> | <p><b>Matters Arising from those minutes</b><br/>No matters arising from those minutes.</p> <p>The CofG shared insights with the governors present about the board he currently serves on. He emphasised the importance of governors challenging both themselves and the school leadership by asking questions. He reminded everyone that asking questions is a form of positive challenge and helps to promote stronger engagement.<br/><b>Gov question:</b> Are you referring to executive summaries?<br/><b>CofG:</b> We are trying to encourage challenge.</p> <p>The EHT reminded governors that the headteacher reports always include executive summaries, which highlight key points for governors to question and explore.</p> <p>Governors were also reminded that safeguarding is a statutory area they must read and monitor as part of their duties. In addition, they continue to receive weekly updates through the drip feed communications.</p> <p>CofG: We will continue to strengthen our approach from support to challenge throughout the year.</p> |  |
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**School Improvement**

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| <p><b>7</b></p> | <p><b>MAIN AGENDA ITEM IS SCHOOL IMPROVEMENT</b><br/><b>Executive Headteacher Update</b></p> <p><b>OFSTED Updates and impact for governors / need to know</b> – All governors present confirmed that they received the document sent with the agenda on teams.</p> <p><b>DATA – presentation</b><br/>The comparative data for GH was shown by N Wilkinson (Deputy Headteacher), and explanation.</p> <p><b>Governor challenge:</b> Is that consistency year on year?<br/>NW explained that each year is different and highlighted the year groups.</p> <p><b>Governor challenge:</b><br/>What is the Local Authority data?<br/>The Local Authority have not given an average yet, we were above LA average last year.</p> <p><b>CofG question:</b> Do we get additional funding for the EYFS?</p> |  |
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It was explained that no additional funding was given to support the achievement of pupils for statutory testing and results if they are in particular year groups.

The Oracy element this year is a key element, and we do not receive extra funding, but the LA are delivering extra training.

**Governor comment/question:** We are dealing with small cohorts, and it is hard to benchmark against national. Should we concentrate on our own cohorts rather than against national?

NW explained that schools do not have a choice, we must benchmark against national.

A discussion was held about the data and the accountability at Local Authority level. EHT noted that each year, the CofG and herself meet with the LA to review school data. Despite the small cohort sizes—sometimes as few as two children—the school is still benchmarked against national standards. However, progress within the schools can still be effectively measured and demonstrated.

**Governor Challenge:** How do you address the needs of the two pupils who do not meet expected standards?

The EHT explained that the school focuses on ensuring all pupils make progress. To support this, the school has invested in a programme specifically designed to track and responded to the needs of individual children.

**Governor question:** What is the definition of a small school?

The EHT explained that 100 pupils are classed as a small school. Progress is the key. We have spent time developing strategies to support the progress of children who are working below expectations.

Y1 phonics screening was shown and is showing a similar picture.

**Governor question:** What is Little Wandle?

NW explained that it is a phonics screening programme that we have used for approx. 4 yrs. We had to choose from a list, and we choose Little Wandle.

If pupils do not reach expected standard in year 1, they will take it again in year 2.

The national average was shown against the school.

**Governor comment:** It must help enormously that you know the individual pupils.  
The EHT explained that each child has a personalised curriculum.

RT explained that at the end of year 4 each child needs to know their times tables up to 12x12. This process is started in year 2. At present 80% of pupils in year 4 are SEN.

**Governor comment:** From the SEN governor meeting with the SENDco in summer term, it is noted that at GH, the double disadvantaged children is exceptionally high.  
NW explained that there are also SEMH needs that are not included in this data.

**Governor question:** What do they need to pass?  
NW explained that it must be 25/25. It is completed on a computer, and they have 6 seconds to answer each question and then they must press enter.

**Governor question:** What is the test for? In terms of Ofsted how is it viewed?  
EHT explained that currently it doesn't sit as a benchmark, but the data is returned to the LA and used internally by school.

The year 6 data highlights were pointed out to the governors by NW. The data showed against national, all children must be shown against national even if they do not take the SATs tests. In total there were 7 pupils and 3 did not take the tests.

**CofG Challenge/Comment:** As governors, it is our role to question why the school may not be meeting national standards. However, in this case, governors recognise that three pupils did not sit the tests, significantly impacting the overall results due to the small cohort size. Despite this, and in the absence of any additional funding, the school is doing everything it can to support its pupils. Governors understand the reasons behind the data, have asked the necessary questions, and are satisfied with how the school is managing the challenge. We continue to monitor and support through informed, constructive challenge.

The governors present agreed with this overview.

**Governor question:** What are next year's predictions?  
Predictions were discussed for next year. It was explained that out of 7 pupils – 5 have joined the school after normal reception intake. Therefore, there are only 2 pupils that are 'homegrown'.

**Governor question:** What is FFT?

The EHT explained that the programme is called Fisher Family Trust (FFT). A discussion took place about how targets are set. The school sets at FFT 20. It was noted that FFT does not account for any situation out of the ordinary; e.g social, emotional, or mental health (SEMH) needs or significant life events that may affect the child's progress during those intervening years.

STC comparative data was shown.

CofG stated that there was a huge improvement in EYFS between 2024 and 2025, going from 38 to 80%.

It was explained that for year 1 we are below national, out of 8 year 1's only 2 started at the school in reception.

**CofG question:** Is it a localised issue?

EHT explained that it is a bit of both, we do have some parents who come mid-year/ mid-school because they have heard we help SEN children and that our vision is inclusive.

**CofG challenge/comment:** Governors acknowledged that the school is increasingly attracting a higher proportion of pupils with SEN, which can have a negative impact on headline data and performance statistics. However, governors are clear that this should not overshadow or detract from the high quality of education the school continues to provide, and the work supports the vision.

JF spoke about the levels of poverty and deprivation within the local area, noting that significant work has been undertaken by the school to address the associated challenges.

To promote equity and reduce visible differences between pupils, the school has ended the practice of parents sending in birthday treats such as buns and sweets. Additionally, messages have been sent to parents requesting that staff gifts not be brought in for Christmas or end-of-term occasions, in recognition of the financial pressures many families face.

The school has also made it clear that branded PE kits, designer rucksacks, and similar items are not required or expected, further helping to reduce any sense of inequality.

JF noted that the school has received funding to support payments for residential visits and benefited from a year-

long programme that provided additional support to families eligible for free school meals during holiday periods. The school remains acutely aware of the difficulties many families are experiencing and is committed to maintaining an inclusive and supportive environment for all.

Year 6 data was shown by NW, there were 7 pupils who took the SATs tests and 3 that did not.

**Statutory Safeguarding information:**

**Attendance**

The attendance graphs for all groups of children were shown for GH. Last year the national was 94.5% and GH were 96.9%.

Information in confidential minutes

The STC graph was shown by NW. Attendance last year was 91.8%.

**Governor challenge:** Are the drops due to illness in school? NW explained that there had been a few instances of illness and that there had also been two children on a week's holiday. Week 31 is a similar picture.

**CofG challenge:** Are you satisfied with current attendance levels, or is there room for improvement?

The EHT acknowledged that attendance needs to improve at STC. The school has updated its attendance policy and is taking a firm stance on unauthorised absences following the DfE guidelines'; no holidays are being approved, as there are no circumstances currently considered exceptional. The school is confident that processes and policies are being correctly followed. Five penalty notices issued last year at STC, alongside the implementation of attendance plans for identified pupils. The school remains relentless in tackling attendance concerns.

**Governor challenge:** How do you keep parents informed? EHT explained how the Wonde programme was used to inform the school data. There are 4 Tiers – 1 is good, 4 is persistent absence. It is having an impact; some families are now choosing not to have holidays in term time due to the fines. Letters are sent at the end of each term and attendance promoted in newsletters etc.

**Governor question:** Do you filter out illness? NW explained that this was not done, as parents could say that a child was ill but in fact they could be on holiday. Ofsted will listen and understand but it is not tolerated.

**Behaviour & Exclusion Updates**

Data was shared. Positive progress has been noted, with a reduction in lesson disruptions and a decrease in extreme behaviours. This improvement is largely attributed to the impact of The Gap provision.

**Governor Challenge:** What factors have contributed to the reduction in behavioural issues?

The EHT explained that the introduction of the school's refreshed **Vision & Values** at Easter has had a significant positive effect. Additionally, the Positive Behaviour policy was reviewed and updated in January, with a further update in September. The teaching staff and SEN team actively monitor pupils who are showing signs of concern, and discussions take place regarding their access to The Gap provision to provide targeted support.

**Safeguarding/SEN Governor Comment:**

Following the Safeguarding governor visits to school; the governor commented that the Positive Behaviour Policy is exceptionally comprehensive, reflecting immense detailed work. It demonstrates a consistent, child-centred approach and is outstanding. As a very experience teacher and as an Early Career Teacher (ECT), I would feel very supported by this policy.

The EHT explained that the policy was developed based on the Positive Regard Programme. Staff INSET days were dedicated to embedding the policy and its underlying culture. Together with the playbooks, the policy is driving positive practice across the school.

**Safeguarding/SEN Governor Comment:** The policy has successfully triangulated all aspects of behaviour management and safeguarding, representing a positive and significant improvement.

**Governor Question:** What is Operation Encompass?

The EHT explained that Operation Encompass is a partnership between the police and the school, where information about any known domestic violence incidents involving children is shared with the Designated Safeguarding Lead (DSL) team. During school holidays, the DSL team members take turns monitoring the Operation Encompass email to respond promptly to any notifications. The current DSL team members are:

- N Wilkinson
- N Thornber
- R Thomas
- J Fearnley
- A Lumley

**Governor Question:** Is the level of concern or intervention disproportionate?

**Executive Headteacher (EHT) Response:** The EHT explained that while there may be a common perception that small, rural primary schools are privileged and face fewer challenges, the reality is quite different. The school experiences complexities that may not be immediately visible, which justifies the level of attention and support it receives.

#### **Lockdown, Fire drills, Evacuation**

The governors were informed that these have taken place at both schools during the first two weeks of the term. Fire Drills at both schools were undertaken on the first day of term and follow-up actions were noted.

#### **Marketing Update**

This is a continuous strategy – Facebook posts, links to Pateley Bumbler, Pateley Community, Pateley mums etc. The Nidderdale Show had a staff team and CofG who ran the stall on a rota. This year we were in the family marquee along with a local school and Sunflowers Day Nursery.

**Governor comment:** It is nice to see that there will be a celebration assembly for pupils to share their wins at the show.

EHT noted that plans for next year may look different.

#### **Performance management**

EHT confirmed that all teachers will be undertaken over the next two weeks and for non-teaching over the Autumn term.

The CofG confirmed that the EHT appraisal has been completed today with the CofG and an external advisor.

#### **SEF and SDP Discussion and agreement for 2025 – 2026**

Information in confidential minutes.

#### **SDP Funding areas update on strategy**

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|                 | <p>SEN &amp; SEMH Impact Statement<br/>PE Strategy Impact Statement<br/>PP Strategy Impact statement</p> <p>The above impact statements and strategies have been ratified by the Inclusion governor and are now on the website.</p> <p>Governors present approved the impact statements and strategies. These documents are added to the school website.</p> <p>Confidential item discussed.</p> <p><b>Action:</b> The Governors agreed to carry forward the Governor Self Evaluation to the next meeting.</p>  | <p><b>FGB/Clerk</b></p> |
| <p><b>8</b></p> | <p><b>Governor Monitoring visits reports<br/>Feedback from Governor visits / updates with subject leads – Summer Term 2</b></p> <p>Safeguarding and SEN – Amanda Simmons (x2 visits) – both reports have been received by the EHT and governors confirmed receipt.</p> <p>English – Joel Smith – J Smith informed the governors that he has just sent them through today.</p> <p>Maths – Gavin Lewis – waiting for reports.<br/><b>Action:</b> GL to email reports to the EHT.</p> <p>RE – Stephen Edwards – the report has been received by the EHT and governors confirmed receipt.</p> <p>EYFS – Jenny Smail– both reports have been received by the EHT and governors confirmed receipt.</p> <p>Reminder given to governors that the reports must go to the EHT and they will then come out to governors from the clerk once agreed.</p> <p>Dates have been sent out to governors and please note that there is SIAMS training on 9<sup>th</sup> October for all governors to attend if possible.</p> | <p><b>GL</b></p>        |

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|                 | <p>Roles and Responsibilities document has been sent to all governors along with CPD.</p> <p>CPD must be completed.</p>   |                   |
| <p><b>9</b></p> | <p><b>Governor CPD and responsibility areas document<br/>To be completed ASAP</b></p> <p>All governors have read Keeping Children Safe in Education (KCSIE) Part 1 &amp; 2</p> <p>All governors have completed Prevent Duty<br/>All governors have completed Online Safety<br/>All governors have completed GDPR for Schools (sept 25)</p> <p>Getting started with Modern Governor was shown to governors, we pay for this as an SLA to help improve governance and it is a fantastic resource. Everyone has a login. Some CPD is certificated, and some are 30 min videos.</p> <p><b>Action:</b> Reminder to governors to complete their own record on teams with anything completed (even the videos) – sending any certificates to the clerk</p> <p>Prevent including radicalisation - Sep 25</p> <p>Safeguarding and child protections - an introduction - Sep 25</p> <p><b>To be completed Autumn Term</b><br/>Safer Recruitment and Interviewing Techniques<br/>(for those on selection panels)<br/>Induction for New Governors</p> | <p><b>FGB</b></p> |

**Standing Items**

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| <p><b>10</b></p> | <p><b>Policies and Documents</b></p> <p><b>Policies have been sent to the governor responsible for review.</b></p> <p>Safeguarding and Child Protection<br/> Staff Code of Conduct<br/> Whistleblowing<br/> Online Safety<br/> SEND<br/> Behaviour Policy<br/> Uniform<br/> AI<br/> MoU – School meals MoU and EY meals</p> <p>Governors A Simmons and K Harris recommended the above policies to be adopted.</p> <p>All governors present agreed and adopted the policies and have been ratified through the lens of the vision.</p> <p><b>Safeguarding Governor Question:</b> Do staff use portable hard drives or USB pens</p> <p>The EHT informed governors that staff do not use portable hard drives or USB pens. Instead, the school uses Microsoft Teams, which provides a very secure platform for data and communication. Additionally, the school undergoes annual assurances from the Schools ICT (SICT) team regarding the effectiveness of Smoothwall filtering and security measures.</p> <p>Governors were satisfied that the safety in relation to devices is in place.</p> |                         |
| <p><b>11</b></p> | <p><b>Governors’ Strategic Plan</b><br/> <b>Action:</b> Governors agreed to carry forward to the next meeting.</p>   | <p><b>FGB/Clerk</b></p> |
| <p><b>12</b></p> | <p><b>Communication received</b><br/> Discussed confidentially.</p>  |                         |

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| 13 | <p><b>Exchange of Information – relevant information to be shared.</b></p> <p><b>Governor question:</b> Has the incident regarding the death of the young man in the community over the summer had an impact on any of the children?</p> <p>EHT informed the governors that it hasn't. She contacted the family the following day and we continue to support them.</p>   |  |
| 14 | <p><b>What impact have we had today on the achievement of pupils in our school?</b></p> <p>The children are making strong progress, as shown by the tailored and closely monitored individual progress data. Key areas of achievement and development are regularly highlighted and reported to governors.</p> <p><b>Ethos/Vision/Rights Respecting?</b></p> <p>Our focus has been on building a strong sense of community, guided by the principle: <i>"Do to others what you would want done to you."</i></p> <p>In line with Article 28 of the UN Convention on the Rights of the Child, we ensure provision and access to education for all children. While we are mindful of meeting academic targets, we prioritise the development of the whole child and lifelong learning. We support all learners, including the more able, believing in the potential of every child.</p> <p><b>All decisions made within the school are aligned with our vision, and every policy is ratified through the lens of this vision:</b></p> <p><b>Believe – Achieve – Inspire</b></p> |  |
| 15 | <p><b>Close of Meeting: 8:10pm</b></p> <p><b>Next meeting – Wednesday 10<sup>th</sup> December – online</b></p>  |  |
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**Summary of Actions**

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|-----------|--|----------------------------------|
| <b>1b</b> | <b>Action:</b> CofG, EHT and Clerk will move forward with the application and induction. Clerk to email KT in the first instance informing her of the board’s decision.  | <b>CofG/EHT/Clerk</b>            |
| <b>3</b>  | <b>Action:</b> G Lewis and J Smail will need to update their BI form.<br><br><b>Action:</b> The Governors’ page on the school website will be updated.   | <b>Clerk</b><br><br><b>Clerk</b> |
| <b>5</b>  | <b>Governor CPD – prevent training – local</b><br>A governor needs to complete the Prevent Local training. This has not yet been completed.<br><br><b>Action c/f from previous meeting:</b> Governors to inform the CofG if they can complete this training. | <b>FGB</b>                       |
| <b>7</b>  | <b>Action:</b> The Governors agreed to carry forward the Governor Self Evaluation to the next meeting.   | <b>FGB/Clerk</b>                 |
| <b>8</b>  | <b>Governor Monitoring</b><br>Maths – Gavin Lewis – waiting for reports.<br><b>Action:</b> GL to email reports to the EHT.   | <b>GL</b>                        |
| <b>9</b>  | <b>Action:</b> Reminder to governors to complete their own record on teams with anything completed (even the videos) – sending any certificates to the clerk   | <b>FGB</b>                       |
| <b>11</b> | <b>Governors’ Strategic Plan</b><br><b>Action:</b> Governors agreed to carry forward to the next meeting.  | <b>FGB/Clerk</b>                 |