



Upper Nidderdale Primary Federation

Glasshouses Community Primary School
St Cuthbert's CE Primary School

Minutes of the FGB meeting AGM

Monday 2 March 2026 4.00pm - St Cuthbert's School / Hybrid

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: G Lewis, R Thomas, N Thornber & M Tharby
N Wilkinson (Associate Member)

Clerk: A Lumley

It was noted that the meeting was quorate as per the terms of reference.

Governor G Lewis led agenda item 1 & 2 in the absence of a Chair.

Meeting opened at: 4:10pm

Number	Item	Action
1	<p>Apologies for Absence S Edwards A Simmons E Tibbot</p> <p>Apologies received and accepted for all governors listed above.</p> <p>J Smith had not sent in apologies before the meeting and had been expected to attend.</p> <p>The Clerk received his apologies via email the following day as an emergency had come up at work.</p>	
2	<p>Membership of Meetings At present we have the following vacancies: LA vacancy 2 Co-opted vacancies – waiting for David Wilkinson’s application form for one of the vacancies. Foundation vacancy Parent vacancy</p> <p>Attendance: M Tharby was not present in the meeting during this agenda item.</p> <p>The governors received with the agenda the Local Authority nomination for Marianne Tharby.</p> <p>G Lewis reminded the governors that they had received information from Marianne at the previous meeting and governors had agreed to her appointment.</p> <p>Now that the nomination had been sent from the LA the governors present agreed to the appointment of Marianne Tharby as the LA appointed governor. The term of office is for 4 years.</p> <p>Action: The Clerk will email the LA to inform them this appointment has been made.</p> <p>Kim Harris’s resignation as a governor and chair will now take effect.</p> <p>Action: EHT to contact KH on behalf of governors to thank him for his time in office and as Chair of Governors.</p>	<p>Clerk</p> <p>EHT</p>

<p>3</p>	<p>Election of Chair / Vice Chair or Co-Chairs for the forthcoming year</p> <p>Attendance: MT entered the meeting</p> <p>The Clerk informed the governors that two self-nominations had been received, both were for the shared role of Co-chairs.</p> <p>M Tharby and A Simmons had both sent nominations.</p> <p>The Clerk asked if there were any further nominations.</p> <p>No further nominations were given. The governors agreed to the Election of the Co-Chairs: M Tharby A Simmons</p> <p>This office will be held for 1 year until the next AGM.</p> <p>There is no requirement for a Vice Chair due to having two Co-Chairs.</p> <p>Actions by the Clerk: update GIAS update website information reset CoG email complete nescessay checks – DBS/Section 128 check and ensure information is received from the LA</p> <p>M Tharby took over the meeting as Chair.</p>	<p>Clerk</p>
<p>4</p>	<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>The Chair Reminded governors of the core functions and Vision & Values. The Chair thanked those for attending.</p> <p>Introductions were made, and M Tharby shared details of her background, career, and volunteering experience with the governors.</p> <p>The Chair reminded the governors that The Board must ensure that the Federation’s vision is fully realised.</p>	

	<p>Governors need to be well prepared for Ofsted and the SEND report. The Federation’s ethos, along with the needs of its pupils and wider community, remains a priority. Governing Boards must also ensure that they operate in line with Local Authority guidelines and SIAMS requirements.</p>	
5	<p>Nolan Principles All governors received a copy of the document with the agenda. The Chair discussed the importance of being familiar with these standards; governors must remain objective and maintain confidentiality at all times.</p> <p>Scenario 1 – A governor has a relative working for a company that wants to bid for contract within the school. This was discussed as an exercise giving regard to recommending someone, Business Interests, who should take part in agreeing a quote and Related Party Transaction returns.</p>	
6	<p>Code of Practice / Conduct All governors received a copy with the agenda.</p> <p>The Chair discussed that it is important how governors present themselves; there may be differing opinions, but respect must be shown and the meetings must remain professional.</p> <p>Governors should be willing to listen, be open to changing their views, and engage in respectful discussion. Governors share collective responsibility for all decisions made. Confidentiality must be upheld at all times, and governors should strive to be as open and transparent as possible.</p> <p>A discussion took place around the difficulties of a small community where people know each other.</p> <p>The governors agreed and approved the Code of Practice/Conduct. All governors will sign a copy to confirm their individual agreement for the next academic year.</p> <p>Action: The Clerk will have copies ready for the meeting on 25th March.</p>	Clerk

<p>7</p>	<p>Approval of Terms of Reference All governors received copies of the TofR with the agenda. These are set TofR based on the LA versions.</p> <p>The governors agreed and approved the TofR.</p> <p>Action: The allocation of governors to the committees will be completed at the next meeting on 25th March. Governors to consider/express an interest for the statutory committees.</p> <p>Action: All governors to sign the TofR. The Clerk will have a sign sheet ready for the meeting on 25th March.</p>	<p>FGB</p> <p>Clerk</p>
<p>8</p>	<p>Approval of Governor Documents Suspension and Removal of Governors Policy All governors received copies of the documents with the agenda.</p> <p>The Chair informed the governors that this is a recommended LA policy.</p> <p>Policies and procedures bind every governor to the principles of governance.</p> <p>Having policies and procedures gives staff protection having them in place.</p> <p>The Chair recommended that the GB adopt this policy.</p> <p>Governor question: Would it be a different process for a foundation governor?</p> <p>The Chair explained that there are different procedures for types of governor which are listed in the policy. The Diocese would look at it objectively and have legal impact.</p> <p>The governors agreed to formally adopt the policy.</p> <p>Standing Orders The Standing Orders document was discussed.</p> <p>The Chair explained that the document is a standard LA document and must be adopted.</p> <p>The governors agreed to formally adopt the policy.</p> <p>The policies were agreed and ratified through the lens of the vision: Believe – Achieve – Inspire</p>	

	Next meetings – Thursday 26 March & Wednesday 20 May.	
Summary of Actions		
2	<p>Action: The Clerk will email the LA to inform them this appointment has been made.</p> <p>Action: EHT to contact KH on behalf of governors to thank him for his time in office and as Chair of Governors.</p>	<p>Clerk</p> <p>EHT</p>
3	<p>Actions by the Clerk: update GIAS update website information reset CoG email complete nescessay checks – DBS/Section 128 check and ensure information is received from the LA</p>	Clerk
6	<p>Action: All governors to sign the Code of Practice. The Clerk will have copies ready for the meeting on 25th March.</p>	Clerk
7	<p>Action: The allocation of governors to the committees will be completed at the next meeting on 25th March. Governors to consider/express an interest for the statutory committees.</p> <p>Action: All governors to sign the TofR. The Clerk will have a sign sheet ready for the meeting on 25th March.</p>	<p>FGB</p> <p>Clerk</p>
10	<p>Action: Clerk to amend the minutes and update on the website.</p> <p>Action: BM to email the completed SFVS to M Tharby who will arrange with governors to meet to go through the document and processes. G Lewis agreed to do this – M Tharby to arrange another governor.</p>	<p>Clerk</p> <p>BM/GL/ ChairMT</p>