



Upper Nidderdale Primary Federation

Glasshouses Community Primary School
St Cuthbert's CE Primary School

Minutes of the Meeting of the Governing Board meeting

Wednesday 21 January 2026 at 6.00pm - St Cuthbert's CE Primary 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: In person S Edwards, G Lewis, R Thomas & N Thornber

Present: On teams A Simmons, J Smith & K Thorpe

In Attendance: In person N Wilkinson (Associate Member) A Lumley (Clerk) & J Fearnley (CAPSO)

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>In the absence of Kim Harris (CofG) G Lewis was appointed Chair for the meeting.</p> <p>Chair: Reminder to governors of the core functions and Vision & 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>Chair: Apologies for the meeting postponed last week due to the chair attending a funeral and thanked the headteacher for re-arranging the meeting. The meetings are at a new time of 4.30 – 6:30 to support the staff well-being for those who attend.</p> <p>It was noted that the new time is appreciated and that the governors are taking the health and well-being of the head teacher and of the staff into account by accommodating.</p>	
1b	<p>Membership of Meetings</p> <p>Governors to consider nominations for appointments for the governing board:</p> <p>Marianne Tharby - LA Karen Heath - LA David Wilkinson – Co-opted vacancy Possible parent for vacancy</p> <p><u>Current vacancies</u> LA vacancy x 1 Co-opted vacancy x1 Foundation vacancy x 1 Parent vacancy x 1</p> <p>EHT: J Smail's term of office has come to an end and Jenny has made the decision not to continue. She was a parent</p>	

governor so there will be another Parent Governor election shortly.

The Federation currently has several vacancies, alongside several nominations for appointment.

The Local Authority (LA) submitted a nomination to fill the LA governor vacancy. The nominee, **Karen Heath**, has a background as a headteacher, inspector, and secondary school practitioner. This information had previously been shared with governors. Despite several attempts to make contact, no response or acknowledgement has been received. It is possible that she no longer wishes to take up the role or is not actively seeking a governor position. This was shared with governors for information.

In addition, **Marianne Tharby** has expressed a direct interest in becoming a governor of the Federation. Her background includes extensive work within Leeds City Council Children's Services, primarily in child protection and SEND. She later worked in a special school as Designated Safeguarding Lead (DSL), supporting approximately 300 pupils aged 3–19. Her experience also includes responsibility for healthcare plans, staff wellbeing, and risk assessments.

Marianne is currently employed within the court service as a tribunal member, assessing cases involving children with disabilities. She has significant governance experience, including serving as Chair of Governors for a primary school federation like ours within North Yorkshire.

Marianne demonstrated strong commitment to the role, spending a full day visiting the Federation schools. She is also actively involved in the community as Secretary of a local Women's Institute, a trustee and volunteer with Harrogate Samaritans, and a trustee with safeguarding responsibility at Harrogate Neighbours.

Governor comment: Marianne seems to have extensive experience, particularly with federations comprising both church and non-church schools.

EHT: The Federation also has a parent governor vacancy, which was not filled during the previous term despite communication being sent to parents.

EHT: Erica Tibbott is a parent at one of the schools and has come forward for the vacant position. She regularly supports both schools through her involvement with the therapy dog. Her professional background is within the veterinary

	<p>industry, where she has worked as a farm vet for the past 16 years.</p> <p>EHT: Proposed David Wilkinson to take the Health and Safety governor role. He has managerial experience within the retail sector and holds responsibility for health and safety in his workplace, including inspections, fire drills, alarm checks, evacuation procedures, audits, and staff training. He is the husband of Nicola Wilkinson. Governors agreed that advice would be sought from Governor Support regarding the most appropriate route for appointment.</p> <p>Decisions:</p> <ul style="list-style-type: none"> • Karen Heath – Governors agreed not to progress the LA nomination. • Action: Clerk to inform the LA • Marianne Tharby – Governors agreed to recommend her application to the LA for consideration. Action: Clerk to inform the LA and update GIAS • Erica Tibbott – Governors agreed to appoint her as a parent governor. Action: Clerk to arrange Induction and update GIAS • David Wilkinson – Governors agreed to appoint him as either a co-opted governor or associate member, subject to advice from Governor Support. Action: Clerk to liaise with Governor Support and update GIAS • Action: Clerk to arrange Induction dates <p>Further information in confidential minutes – not for public.</p> <p>Discussion of governors’ roles and responsibilities was deferred to the next meeting, when the newly appointed governors will be in attendance.</p> <p>Action: An induction day for new governors with the Headteacher will be arranged.</p> <p>Attendance:</p> <p>S. Edwards joined the meeting at 4:50pm following the SIAMS meeting.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>EHT/Clerk</p>
2	<p>Apologies for absence K Harris.</p>	

3	<p>Declaration of any interests / conflicts with agenda items on this agenda Pecuniary or non-pecuniary and at appropriate times.</p> <p>None.</p>	
4	<p>To identify any confidential items to be excluded from the publicly available minutes.</p> <p>Parts of 1b & 7.</p>	
5	<p>Approve and sign the minutes of the last FGB meeting as a true and accurate record: FGB – 24/09/2025 The minutes were approved by all governor’s present, signed and dated as a true and accurate record.</p>	
6	<p>Matters Arising and actions from those minutes –</p> <p>1b Action: 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.</p> <p>3 Action: G Lewis and J Smail will need to update their BI form.</p> <p>Action: The Governors’ page on the school website will be updated.</p> <p>5 Governor CPD – prevent training – local A governor needs to complete the Prevent Local training. This has not yet been completed. Jpel Smith agreed to do the training. Action: Clerk to send the link</p> <p>8 Action: The Governors agreed to carry forward the Governor Self Evaluation to the next meeting.</p> <p>9 Governor Monitoring Maths – Gavin Lewis – waiting for reports. Action: GL to email reports to the EHT.</p> <p>11 Action: Reminder to governors to complete their own record on teams with anything completed (even the videos) – sending any certificates to the clerk</p> <p>Governors’ Strategic Plan Action: Governors agreed to carry forward to the next meeting.</p>	<p>Completed or outstanding</p> <p>Completed</p> <p>Completed</p> <p>Completed.</p> <p>Outstanding</p> <p>On this agenda</p> <p>Summer term & autumn maths was received</p> <p>On-going</p> <p>On this agenda</p>
School Improvement		
7	<p>Executive Headteacher Report to Governors (1/3 written reports) Inclusion Behaviour and Exclusion Updates Staff Wellbeing Statutory Safeguarding information: Attendance Behaviour and Exclusion Updates</p>	

DSL referrals (CP cases, links with outside agencies, lockdown, fire drills, evacuation)

Attendance

LA Attendance and review updates

EHT: A reminder that the report is from the Autumn term, there is an executive summary and suggested actions for governors. This supports governors to steer their meetings with staff on subject areas and prompts key lines of enquiry.

There has been a monitoring visit and external review for safeguarding in the Autumn term which was one day at each school.

EHT explained the questions asked at the review.

Discussions were held with the EHT, DHT and some staff as part of the review. T

The SCR was discussed and looked at with the BM and Admin along with safeguarding procedures for visitors.

The LA are seeking assurance to the effectiveness of safeguarding arrangements through the exploration of:
Is there a positive safeguarding culture that puts pupils first?
How does training support a strong culture of safeguarding school? Do governors have termly safeguarding review cycle embedded with clear documentation accountability mechanisms to seek assurances of systems and procedures?

The outcome of the visit and report findings was exemplary for Glasshouses and no actions were needed.

It was the same lines of enquiry for St Cuthbert's – staff and pupil voice.

A recommendation was made for St Cuthbert's relating to pupil voice, specifically that pupils being able to articulate their understanding of keeping safe difficult. This area has been incorporated into the School Development Plan, the Quality Assurance Plan, and staff training for St Cuthbert's. The PSHE lead has also been timetabled to teach KS2 PSHE.

Governor question: How often are they - once a year?

EHT: Yes, annual, but there are interim visits booked for March.

Governor challenge/question: Should this be a pre-emptive of Ofsted, if Ofsted visit, we have it in place?

EHT: Yes. Adaptations for teaching at STC have been put in place and it will be monitored.

Attendance:

K Thorpe left the meeting at 5:00pm.

EHT: There are outside agency involvements from Mind, SELFA and Wellspring. They were looking for schools to pilot the projects and the Federation schools were selected to work with. SELFA has been very successful and future working partnerships planned.

Governor question: Is it part of the LA?

EHT: Explained that it was a charity.

Attendance:

J Fearnley joined the meeting at 5:05pm.

Staff Wellbeing

EHT: Governors agreed to continue offering two wellbeing days per year for staff. The previously trialled *one-in-ten* arrangement has been implemented, and it has been agreed that teaching staff may take their PPA time at home, where they will be free from interruption. Feedback from teachers indicates that this has been extremely valuable.

Staff have expressed strong appreciation for the wellbeing days.

Governor comment: This provision demonstrates our commitment to supporting staff wellbeing.

EHT: Reported on Last term's figures for abuse from parent/carer towards staff: Autumn Term there were 3 incidents of verbally aggressive behaviour from parents towards staff. In line with policy, in response, warning letters were issued, and in one case a fixed-term ban from the school grounds and buildings was implemented.

National research published by the Department for Education highlights increasing levels of stress and pressure within schools and in particular the rise in parent abusive behaviour towards school staff. Governor support for wellbeing days

and protected planning time is an important contribution to addressing these pressures.

The following **national data** was shared for context:

- 76% of education staff report feeling stressed, with parental behaviour cited as the main cause.
- 77% report experiencing symptoms of poor mental health due to workload.
- 86% of senior leaders report feeling stressed, with many citing burnout and exhaustion.
- Only 20% of senior leaders indicate they would want to become a headteacher.
- The National Association of Head Teachers (NAHT) reports that 45% of headteachers required mental health support in the past year.
- 65% of teachers report that their mental health has been adversely affected by their role.

EHT: This data does not necessarily reflect the experience of staff within the Federation- this is to share the wider pressures faced by school staff **nationally**.

Governor comment: Recent changes, including adjustments to Full Governing Body meeting times and continued support for wellbeing days and PPA time away from school, have had a positive impact.

Governor challenge/comment: It is important to maintain effective communication with parents, while also ensuring that staff are fully supported and that agreed procedures are consistently followed.

EHT: Incidents involve a minority of parents; however, even a small number can be highly disruptive, requiring significant time and effort to manage, and in some cases becoming personal towards staff.

Inclusion & SEND Provision

EHT: A Request for an external review of SEND provision has been requested. The schools are awaiting further information from the LA.

NW: The Federation has a higher-than-average proportion of pupils with SEND and Education, Health and Care Plans (EHCPs). The schools are working closely with external partners and reviewing how provision can be adapted to best meet pupils' needs.

Significant work has been completed on developing personalised pathways. Each child has a personalised plan that clearly identifies precise next steps and is highly tailored to individual needs. Teaching Assistants have received targeted training to support pupils effectively, and teachers are adapting learning to ensure all pupils can be successful and flourish.

Further work has focused on curriculum entitlement and enrichment, ensuring that all pupils can access opportunities such as residential visits. The school has also taken a proactive approach to identifying and supporting pupils who are not accessing clubs or enrichment activities.

All staff are aware of each pupil's individual needs. The behaviour policy has been adapted accordingly, while maintaining high expectations for all pupils.

The Headteacher invited governors to visit the school to observe SEND provision in practice and to ask questions about the systems in place.

Governor comment: This work strongly reflects the Federation's vision of "Achieve" and demonstrates a clear commitment to supporting vulnerable children.

Attendance

Figures were shared.

Whole school attendance and ranking in North Yorkshire.

GH – 96.1% - 78th out of 290 schools

STC – 91.7% - 281st out of 290 schools

SEND and PP attendance figures also given.

Whole school attendance – National

GH – In decile 2, the top 10 – 20% of schools

STC – in decile 10, the bottom 0-10% of schools

STC has highlighted as a concern. Termly attendance meetings are arranged with the SIA (School Improvement Advisor). School has a robust system to support and challenge non-attendance and to raise this. This includes letter, newsletters, meetings and support for those families.

ABIE (Dfe attendance targets) were shared:

GH – 14 extra days needed for the end of the academic year

STC – 80 extra days needed for the end of the academic year

	<p>Pupils with a history of poor attendance are currently supported through individual attendance plans.</p> <p>Governor challenge/comment: Are the attendance figures disproportionately affected by a small number of pupils and are all forms of absence included?</p> <p>NW: The data includes all attendance and absence.</p> <p>Some parents have expressed dissatisfaction on receiving end-of-half-term attendance letters.</p> <p>Governor challenge/question: Do you engage with parents?</p> <p>NW: It was explained that parents are given opportunities to discuss concerns and are listened to; however, expectations remain firm, as it is a parent’s legal responsibility to ensure their child attends school regularly.</p> <p>Governor comment: Attendance is key to aspiration, and it confirms that this message, supported by relevant statistics, is included within communications to parents.</p> <p>EHT: School is awaiting a response from the Attendance Hub application. This will be chased.</p> <p>Governor challenge/comment: It will be important to monitor the impact of this support once confirmed.</p> <p>EHT: The attendance policies are robust and attendance improvement work involves all staff.</p> <p>Chair: Governors will continue to monitor progress against agreed targets.</p> <p>Governor question: When are these figures current up to?</p> <p>It was confirmed that the attendance figures are accurate up to the end of December.</p> <p>Behaviour and Incidents Behaviour, CPOMS incident data was shown for the autumn term.</p> <p>Further information in confidential minutes – not for public.</p>	
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	<p>EHT: Governors to review the standards, consider where the schools currently sit in relation to the expected standard, and reflect on evidence available.</p> <p>EHT: Staff are also involved in other areas of the framework.</p> <p>The EHT confirmed that Leadership and Governance will receive a specific grade. Governors must therefore have a clear understanding of what is required, including awareness of the schools’ performance against SDP, context, link governor roles, evidence of impact, rationale for decisions, and relevant CPD.</p> <p>This represents a significant change, with all paragraphs needing to be met to achieve the expected standard. The framework will therefore be reviewed and “unpicked” one paragraph at a time.</p> <p>Governor challenge/comment: We need to identify next steps; however, the changes appear to place additional pressure on schools.</p> <p>EHT: The NAHT and other unions are challenging aspects of the framework and that industrial action may take place in the summer.</p> <p>It was agreed that the framework will be reviewed paragraph by paragraph and incorporated into the SDP. This will be led by the EHT.</p> <p>Action: Governors will familiarise themselves with the changes with specific paragraphs reviewed at each Full Governing Body meeting.</p>	FGB
9	<p>Marketing update - impact and new initiatives including new children looking from each school</p> <p>The Clerk stepped out of role to provide an update.</p> <p>It was reported that both schools have welcomed several new families for visits, including prospective families for the September intake and families relocating to the area.</p> <p>The schools continue to use Facebook to share and celebrate the positive work taking place across the Federation.</p> <p>It was also noted that <i>Stray Ferret</i> has made contact to produce a write-up on the introduction of the 20mph zone</p>	

	outside Glasshouses School, highlighting the significant contribution made by the Pupil Leadership team	
Finance		
10	<p>October monitoring report – questions</p> <p>Revised Budget – questions and approval by FGB</p> <p>The Revised Budget was agreed and approved at the last meeting held on 15th December.</p> <p>It was submitted to the Local Authority before the December deadline.</p> <p>Minutes for this meeting were completed by N Wilkinson and sent separately.</p>	
Standing Items		
11	<p>Governor Roles and Responsibilities / TEAMS</p> <p>It was agreed for this to be carried forward to the next meeting.</p> <p>Action: Will be added to the next meeting agenda.</p>	Clerk
12	<p>Governor monitoring visits reports</p> <p>Headlines from visits feedback from Governors visits/updates with subject leads –Autumn 2</p> <p>Safeguarding – A Simmons Inclusion - A Simmons Maths -Gavin Lewis English & Website audit -Joel Smith – autumn term RE and CW -Steven Edwards</p> <p>J Smith has completed the website audit. Action: Report to be sent to the headteacher.</p> <p>G Lewis has completed a Maths report for the Autumn term and sent the summer term report.</p> <p>He explained that he had monitored the personalised approach. There was a lot of useful information on the expected outcomes and for SEND.</p> <p>The year 4 multiplication tests are undertaken on a computer and are very challenging.</p>	JS

<p>13</p>	<p>CPD and the responsibility areas document</p> <p>Prevent Duty – local training to be completed by at least one governor – as earlier J Smith agreed to do this training.</p> <p>Action: Area specific available through NYCC – clerk to book</p> <p>Modern Governor training can also be completed – all governors have a log in.</p>	<p>Clerk</p>
<p>14</p>	<p>Governor Strategic Plan</p> <p>All governors have received the final copy of the GSP. This was agreed and adopted.</p>	
<p>15</p>	<p>Policies and Documents Policies have been sent to responsible governor for review reading and they will be recommended for adoption by FGB. There is no requirement for all governors to read.</p> <ul style="list-style-type: none"> • Business continuity – G Lewis • Emergency plan – G Lewis • Extreme Weather response- G Lewis • H&S – both schools • DBS- A Simmons • Promoting Behaviour for Learning and Life and – A Simmons (plus Pupil friendly behaviour) <p>G Lewis and A Simmons both recommended the above policies for approval.</p> <p>The policies were agreed and ratified through the lens of the vision: Believe – Achieve – Inspire</p>	
<p>16</p>	<p>Communication received EHT: The 20mph zone at Glasshouses has been confirmed. The Pupil Leadership team played a key role in this initiative, including contacting Julian Smith MP and Andrew Murday (NYC). Their efforts were acknowledged as instrumental in achieving this outcome and shows the Vision in action.</p> <p>EHT: The Local Authority (LA) has issued a letter regarding proposed changes to funding for small schools and encouraged schools to lobby their MPs. A suggested template letter was provided for schools to adapt and send. The EHT confirmed that this letter has been sent on behalf of the Full Governing Body.</p>	
<p>17</p>	<p>Exchange of Information – relevant information to be shared. None.</p>	

18	<p>What impact have we had today on the achievement of pupils in our school?</p> <p>Ethos/Vision/Rights Respecting? All decisions made within the school are aligned with our vision, and every policy is ratified through the lens of this vision: Believe – Achieve – Inspire</p> <p>The new Ofsted framework and evaluation going forward. The wellbeing work has had an impact which respects the relationship with staff.</p> <p>Recognising impact, the children have had for the 20mph zone at GH.</p> <p>The Rights Respecting ethos of the school is taking effect.</p>	
19	<p>Close of Meeting: 6.30pm Next meeting – Wednesday 11th March 2026.</p>	
Summary of Actions		
1b	<ul style="list-style-type: none"> • Karen Heath – Governors agreed not to progress the LA nomination. • Action: Clerk to inform the LA • Marianne Tharby – Governors agreed to recommend her application to the LA for consideration. Action: Clerk to inform the LA and update GIAS • Erica Tibbott – Governors agreed to appoint her as a parent governor. Action: Clerk to arrange Induction and update GIAS • David Wilkinson – Governors agreed to appoint him as either a co-opted governor or associate member, subject to advice from Governor Support. Action: Clerk to liaise with Governor Support and update GIAS • Action: Clerk to arrange Induction dates <p>Action: An induction day for new governors with the Headteacher will be arranged.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>EHT/Clerk</p>
8	<p>Governor Self Evaluation Action: Governors to arrange to complete this document</p> <p>New Ofsted Framework Governors were informed that a new Ofsted Framework has been introduced.</p>	<p>FGB</p> <p>Clerk</p>

	<p>Action: The Clerk will upload the framework to the Governors' Teams area.</p> <p>Additional handouts were provided for governors to read independently.</p> <p>Action: The Clerk will ensure that governors not present receive these documents.</p> <p>Action: Governors will familiarise themselves with the changes with specific paragraphs reviewed at each Full Governing Body meeting.</p>	<p>Clerk</p> <p>FGB</p>
11	<p>Governor Roles and Responsibilities / TEAMS It was agreed for this to be carried forward to the next meeting.</p> <p>Action: Will be added to the next meeting agenda.</p>	Clerk
12	<p>J Smith has completed the website audit.</p> <p>Action: Report to be sent to the headteacher.</p>	JS
13	<p>Action: Area specific available through NYCC</p>	Clerk to book