



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body

Tuesday 9th February 2021, 6.00pm online

Present: Richard Ebdon; Paul McIntosh; Malcolm Dawson (Chair); Pat Dunnill; Rebecca Evans; John Heap; Brian Horner; Andrew Howard; Sam Meneely; Sarah Tabor; Andrew Town; Rob Whitehead; Ian Yapp

In attendance: A Welsh (AW) - Clerk; Justin Waters (JW) - Director of Business Services; Heather Turner (HT) - Observer/NYCC Clerk; Carl Sugden (CS) - seconded Headteacher at KJS (items 7-10 only); Rob Grierson (RG) - Deputy Head BHS.

Apologies: Kathryn Stephenson, Emma Lonsdale, Leanne Hume.

Governing Body functions:

Ensuring clarity of vision, ethos and strategic direction of the school

Holding the Headteachers to account for the educational performance of the schools and their pupils

Ensuring the sound, proper and efficient use of the school's financial resources

No.	Agenda Item	Detail/Questions/Comments
1	Welcome & Reminder to Governors of the rules about Confidentiality; Code of Conduct	The Chair welcomed all to the meeting, reminding all present of matters relating to confidentiality, declaration of interests and the code of conduct.
2	Receive apologies and consider giving consent to absences	The following apologies were received and consented: Kathryn Stephenson, Emma Lonsdale and Leanne Hume; and from Carl Sugden for lateness.
3	Approval of the Minutes of the meeting held on: Monday 4 th January 2021	The previously circulated minutes of the meeting held on 4 th January 2021 were agreed as a true record.
4	Matters arising from the minutes	<p>The following matters were arising from the previous meeting:</p> <ul style="list-style-type: none"> • Appointment of LA Governor <p>The Chair confirmed that Sam Meneely had been appointed to the LA Governor role and this was formally agreed by the Board.</p> <ul style="list-style-type: none"> • NGA skills audit <p>The Chair asked if all skills audit had been returned – there are 4/5 outstanding and Board members were asked to submit these by the end of the week to the Clerk</p>
5	Agree Lead Governor Roles	<p>The following lead governors were agreed:</p> <p>Health and Safety/Premises – it was agreed that PD and BH would have joint responsibility initially. This would enable them to become familiar with both sites through a transitional period and this would be reviewed moving forward.</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>Pupil Premium/Looked after children – REb</p> <p>Safeguarding/Children Protection – one per school – SM, LH (decision on which school to be taken by SM & LH)</p> <p>Curriculum (to cover both schools with specialist areas to be identified in due course with Headteachers) – JH, IY, REb</p> <p>Careers – REv</p> <p>4 further lead roles had been identified all aligned with key Ofsted inspection focuses:</p> <ul style="list-style-type: none"> • Behaviour and attitudes (including attendance and student wellbeing) • Leadership and Management (including staff wellbeing) • Post 16 • Personal development, incl PSHCE and RSE <p>The Board were asked to send proposals to the Clerk for review and discussion at the next meeting.</p> <p>It was agreed that the role of Community Partnership lead governor is not necessary at this point in time.</p>
6	Approve Standing Orders for the Federation Board	The draft Standing Orders had been previously circulated. The Chair advised the Board that these were a standard model which had been adapted. These were adopted subject to the heading on the document being amended.

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7	Governing Body Planner for remainder 2020-21 and planning for 2021-22 onwards	<p>The Board reviewed the planning document which had been put together to link with the school plan. It was noted that the Safeguarding Annual Report should be in March not May. The Chair advised that the Planner would be used to the end of the Academic year and reviewed for 2021-2022 once the schools had finalised their plans.</p> <p>The plan was approved subject to the above change.</p> <p>It was agreed that the FGB Minutes would be published on the schools' websites once approved.</p> <p>The Clerk is currently putting together profiles of all governors for the website including photographs – governors were asked to liaise with the Clerk to submit their profiles.</p> <p>Information on the Federation must also be published on the schools websites – the Clerk is currently actioning this.</p> <p>The Chair suggested holding a strategy meeting with the full Board plus some SLT members. This would allow governors to get a more in-depth knowledge of both schools and could form a starting point for planning for the next academic year for SLT and management. It would also be a platform for the Board to identify key focus points.</p>

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		The Board agreed that this was a good idea. An outline plan and proposed date will be discussed at the next FGB meeting.
8	Safeguarding update	<p>BHS and KJS both reported no safeguarding issues at present. Both schools have robust processes in place to monitor any issues.</p> <p>SM/LH to work with the schools to complete the Biennial Safeguarding Audit and report to the next meeting.</p>
9	School Development Plans	<p>KJS - the full plan had been circulated to the Board prior to the meeting.</p> <p>Areas of success were highlighted as:-</p> <p>Curriculum - the school has continued to follow sequencing and has adjusted delivery methods through the school closures.</p> <p>Alternative Provision Programme has made progress, new courses have been added and new staff appointed.</p> <p>Staff wellbeing - risk assessments have taken place, COVID testing for staff is taking place and a regular newsletter is sent to staff.</p> <p>Areas to be addressed are:</p> <p>CPD - plans for joint school review/training have been delayed due to COVID/school closures.</p> <p>Independent Learning - the plan to develop itslearning has been delayed due to the use of the platform for remote learning during school closures.</p>

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		<p>Question: How can we address the issues of learning walks/lesson observation in the current circumstances? Response: The learning walks have currently been suspended. Lesson observations can be done through zoom but it was felt that this was not really appropriate. This will be reviewed once firm plans have been disclosed regarding the proposed return to school on the 8th March.</p> <p>BHS – the full plan had been circulated to the Board prior to the meeting:</p> <p>Remote learning quality and quantity has significantly increased following CPD sessions with teaching staff. Further plans are in place to upskill staff further.</p> <p>Once pupils are back in school the focus will be to identify gaps in learning.</p> <p>Staff wellbeing has been a focus and has had an impact on reducing absences.</p> <p>Pupil attendance has been an on-going issue for the school and plans to underpin this are in place which will hopefully show an improvement once pupils are back in school.</p> <p>Question: Has the lack of IT/Internet for pupils had an impact? Response: Both schools felt that the issue was engagement not the lack of equipment. Both schools had provided equipment for pupils who were not able to supply their own.</p> <p>Question: Are you tracking digital attendance? Response: Both schools are tracking attendance through logins although it is recognised that that doesn't necessarily confirm engagement. Other tracking methods are in place – ie submission of work and these are triangulated. Issues are then picked up by teaching</p>

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		<p>staff and contact is made with pupils/parents. Some pupils have been brought into school when other interventions have not been successful.</p>
10	Report on provision of and feedback on remote learning	<p>KJS – a previously circulated report was reviewed by the Board and the following points were highlighted:</p> <p>The school had set out to ensure that the school’s agreed values would continue through the remote learning and feel that this has been achieved. This has established a good grounding and it is felt will assist as the school returns.</p> <p>The curriculum has been delivered in line with the plan although it is felt that further work is needed to develop this. An expectation of face to face on line teaching has supported this.</p> <p>Staff have had training to develop their skills and this has enabled further face to face online engagement. Positive feedback is shared with staff</p> <p>Stages of intervention are in place to monitor engagement. Rewards are in place to recognise achievements. Telephone calls are made by the Head to parents/pupils who have been awarded recognition in various categories.</p> <p>Parental forums have been established which have been successful.</p> <p>The school zoom account has been upgraded.</p> <p>Question: Can you see who is completing the work as well as who is logging into the lessons?</p>

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		<p>Response: Dependent on what the lessons is – generally yes – we can see through itslearning/bromcon who has completed work.</p> <p>Question: Does the figure of 83 vulnerable learners represent all vulnerable learners or additional?</p> <p>Response: The 83 is the current number of identified vulnerable learners – this has been added to in year as further pupils have been identified.</p> <p>EHCP learners are showing separately – they are not all in school as it is not always appropriate for them to be – the decision is agreed with the parents/pupils and key worker.</p> <p>BHS – a previously circulated report was reviewed by the Board and the following points were highlighted:</p> <p>Live lessons have been increasing and this has been helped following teachers’ CPD.</p> <p>A survey to parents showed a good overall feedback – some areas that were raised initially were that there was not enough work and also that the work was all being given at the beginning of the week – this has been addressed – work is now allocated through Google Classroom and pupils now access this daily.</p> <p>The school is tracking the logins – engagement is an issue and difficult to assess but processes are in place to track this along with submission of work monitoring and appropriate actions taken to address any issues.</p> <p>Rewards are in place to recognise pupils’ achievements.</p>

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		<p>Question: Have there been any formal complaints to Ofsted regarding the remote learning?</p> <p>Response: Both schools advised that there had not been any complaints to Ofsted. Both schools had received some feedback from parents and these had been addressed.</p>
11	Report on Attendance, Behaviour & Exclusions	<p>KJS</p> <p>Attendance is above national average. Y11 isolation issues did cause some problems. Exclusions – Sept – Dec figures are in line with previous year. Year 9 figures look high due to a small group of individuals who were challenging. Sanctions have been put in place to try to avoid exclusions moving forward. No permanent exclusions currently.</p> <p>BHS</p> <p>Attendance initially good when school reopened but issues after first few weeks. Challenging Y9 group impacted on figures. Exclusions figures are down on previous year. Behaviour is good in live lessons. Lateness is not a significant issue.</p> <p>Question: Is it possible to get the data/report headlines in a common format?</p> <p>Response: Yes – schools to agree common format and reporting structure and submit to the next meeting.</p>
12	Staffing Update	<p>The Board thanked JW for his report covering both schools and this was noted.</p> <p>JW highlighted that the bid for Kickstart funding had been approved which created 60 funded job opportunities for 16/23 years old.</p>

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		<p>Question: Is the funding for KJS only? Response: JW hopes to be able to utilise the opportunities across both schools and will confirm this as soon as possible.</p> <p>Question: Would it be possible to have details of key staff responsibilities? Response: Documentation is available and this can be provided</p>
13	Health & Safety Report	<p>JW presented the H & S report – the following points were highlighted:</p> <p>COVID risk assessments have all been completed and are being constantly reviewed in line with government guidance as it is being issued. Total COVID infection September – January are shown below:</p> <p>BHS – 14 students/10 staff members KJS – 38 students/14 staff members</p> <p>COVID testing systems are ready in both schools and can accommodate testing all pupils in first 2/3 days of schools opening. Fall back plans are in place should there be a COVID outbreak within the testing facility</p> <p>The Federation had no Intervention Notices, Prohibition or Improvement Notices issued from the Health and Safety Executive (HSE) during this reporting period.</p> <p>The Federation is required to comply with fire safety legislation which includes a continual programme of fire risk assessments and JW confirmed the Federation’s compliance.</p>

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		<p>H & S training on-going as required. BHS reported 1 reportable accident and have had 15 accidents. There have been no near misses recorded or reported to the Health and Safety Committee.</p> <p>KJS reported 1 reportable accident and have had 10 accidents. There have been no near misses recorded or reported to the Health and Safety Committee.</p> <p>There is one on going issue at KJS with an ageing boiler which has been on a list for replacement for over 2 years. It is currently awaiting repair/sourcing of spare parts. There is only one company that can support this boiler - based in Sheffield and parts are extremely difficult to source. JW pushing NYCC as issues with any further burners could result in a school closure in cold periods.</p>
14	Finance Update (inc minutes from Exec Finance Group)	<p>The previously circulated minutes of the Executive Finance Group were noted by the Board</p> <p>The Chair asked the Board to note that RW had been appointed as Chair to this Group.</p> <p>The Group had confirmed that Financial Transparency of Local Authority Maintained schools had been confirmed.</p> <p>A prudent forecast had been produced showing a deficit of £8.6k for KJS and BHS a deficit of £168k - both not significantly different from the original budgets/reforecasts.</p>

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		<p>In year plan for 2021/2022 for cost reductions is currently being worked on. The Group had agreed to confirm full support in principle for the Scout Association Barn project; reconfirming the position of the predecessor Governing Body at KJS that the project should be developed further so that final details could be considered and approved around lease terms and future investment.</p>
15	Policies for approval/Policy Review Schedule	<p>Governors approved the previously circulated policies as follows:</p> <p>Policies for Each School:</p> <ul style="list-style-type: none"> • Inclusion & SEND Policy • NEW Pupils Home Learning Policy • Safeguarding (Child Protection) Policy • Transfer from Year 11 and Admission to the Sixth Form Policy <p>Policies for the Federation ie covering both schools:</p> <ul style="list-style-type: none"> • Governors' Allowances Policy – new Federated policy • CCTV Policy • Information Policy • Information Security Incidents Reporting Policy • Information Security Policy • Privacy Notice (GDPR) or linked in above Justin • Educational Visits, Outdoor Learning and Adventurous Activities Policy • Working from Home Policy

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		<ul style="list-style-type: none"> • Disciplinary Policy • Disciplinary Guidance • Recruitment and Selection Policy • Statement on recruitment of ex-offenders • Whistleblowing Policy • Whistleblowing Guidance • Code of Conduct
16	Governor Training	<p>This will be reviewed following completion of the Skill Audit.</p> <p>The latest NYCC Governor training options have been circulated. If members would like to attend any of these requests should be forwarded to the HR email address.</p> <p>Safer Recruitment Training – Governors were reminded of the availability of this course and were encouraged to attend.</p>
17	BHS – School Fund Trustee Appointments	<p>The Chair advised the Board that there were 3 trustees of the fund – MD is a trustee, 2 other trustees had resigned as they were no longer on the Governing Body and SM and BH had been appointed. Clerk to confirm to the Charities Commission via NYCC.</p> <p>Question: Does KJS have a trust?</p>

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		Response: Yes – KJS has a School Fund Trust and also benefits from the Knaresborough Charity Foundation.
18	Correspondence	There were no items of correspondence to report.
19	Any Other Business	The Chair and members of the Board thanked the outgoing Clerk, AW, for all his support and hard work particularly around the work associated with forming the federation and welcomed the new clerk, HT.
20	Date of next meeting	Thursday 25 th March, 6pm, (likely to be online) Thursday 13 th May – 6pm Thursday 17 th June – 6pm Thursday 22 nd July – 6pm

The meeting closed at 20.15 hours.

Signed Malcolm Dawson (Chair)

Dated.....

ACTIONS ARISING FROM MEETING:

ALL	<p>NGA skills audit</p> <p>MD asked if all skills audit had been returned – there are 4/5 outstanding and Board members were asked to submit these by the end of the week to the Clerk.</p>
ALL	<p>4 further lead roles had been identified all aligned with key Ofsted inspection focuses:</p> <ul style="list-style-type: none"> • Behaviour and attitudes (including attendance and student wellbeing) • Leadership and Management (including staff wellbeing) • Post 16 • Personal development, incl PSHCE and RSE <p>The Board were asked to send proposals to the Clerk for review and discussion at the next meeting.</p>
CLERK	<p>Standing Orders. The Chair advised the Board that these were a standard format which had been reviewed. These were adopted subject to the heading on the document being amended.</p>
ALL/CLERK	<p>The Clerk is currently putting together profiles of all governors for the website including photographs – governors were asked to liaise with the Clerk to submit their profiles.</p>
CLERK	<p>Information on the Federation must also be published on the schools’ websites – the Clerk is currently actioning this.</p>
Chair	<p>The Chair suggested holding a strategy meeting with the full Board plus some SMT members. This would allow governors to get a more in depth knowledge of both schools and could form a starting</p>

	point for planning for the next academic year for SLT and management. It would also be a platform for the Board to identify key focus points.
SM/LH	SM/LH to work with the schools to complete the Biennial Safeguarding Audit and report to the next meeting.
Heads	Reports on attendance and behaviour: Question: Is it possible to get the data/report headlines in a common format? Response: Yes – schools to agree common format and reporting structure and submit to the next meeting.
Heads	Question: Would it be possible to have details of key staff responsibilities? Response: Documentation is available and this can be provided
Chair	Governor training: This will be reviewed following completion of the Skill Audit.