



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body

Monday 4th January 2021, 6.00pm online

Present: Richard Ebdon; Leanne Hume; Kathryn Stephenson; Paul McIntosh; Malcolm Dawson (Chair); Pat Dunnill; Rebecca Evans; John Heap; Brian Horner; Andrew Howard; Emma Lonsdale; Andrew Town; Rob Whitehead; Ian Yapp

In attendance: A Welsh (AW) - Clerk; Justin Waters (JW) - Director of Business Services; Steven Swales (SS) – Observer/NYCC Clerk; Carl Sugden (CS) – seconded Headteacher at KJS; Sam Meneely (SM) – prospective LA Governor.

Apologies: Sarah Tabor.

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 |
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| 1 | Welcome and introductions | KS & PM welcomed all to the meeting ensuring all present were introduced. |
| 2 | Receive apologies and consider giving consent to absences | The following apology was received and consented: Sarah Tabor. |
| 3 | Instrument of Government | The Clerk reported that the draft Instrument of Government submitted by the former schools to the LA in accordance with the requirements on the former governing bodies had not yet been signed off by NYCC. The Clerk would ensure the document was circulated to all Governors once approved. The LA had given no indication that there were any problems with the proposed document. |
| 4 | Appointment of Governors | <p>The Clerk reported that the LA panel had not yet approved the nomination of Sam Meneely for the role of LA Governor but would consider this at the next panel meeting.</p> <p>The following nominations had been received from the sub-committee established by the predecessor Governing Bodies to be considered for the vacant Co-opted Governor roles: Malcolm Dawson; Pat Dunnill; Rebecca Evans; John Heap; Brian Horner; Andrew Howard; Emma Lonsdale; Sarah Tabor; Andrew Town; Rob Whitehead; Ian Yapp.</p> <p>The meeting noted that the process leading to the recommendation from the sub group had been as established by the predecessor governing bodies and approved the co-option of each and all of the above named.</p> |

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| 5 | Election of Chair | The Clerk requested nominations for the role of Chair. Malcolm Dawson was the sole nominee and was appointed unanimously by the remaining Governors. |
| 6 | Election of Vice-Chair | The Chair requested nominations for the role of Vice-Chair. John Heap was the sole nominee and was appointed unanimously by the remaining Governors. |
| 7 | Potential Benefits of Federation Board | <p>CS and KS gave a presentation identifying the rationale behind the Federation. Both governing bodies had identified that, in a very diverse landscape of school structures, working closely would be mutually advantageous. The schools had shared visions and values, including a desire to remain LA Maintained, and the Academy route had been considered but rejected. It was determined that a Federation would allow the schools to position themselves strongly.</p> <p>Work on shared business services had proven successful in the run up to Federation and indicated that much more could be done in terms of efficiency, value for money and the quality of teaching and learning. Although the schools were different in size they shared many similarities: serving their local communities; an 11–18 offer; rigorous and rounded curricula throughout the schools; high quality teaching and learning; and all students making good progress.</p> <p>The school catchment areas bordered one another and were a mixture of urban and rural. There was a good degree of new house building in the catchment areas and planning for places could be done more effectively under a Federation model. Future benefits had been</p> |

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| | | <p>identified around strengthening the 6th Form provision; the quality of teaching, learning and enrichment; staffing; and economies of scale.</p> |
| 8 | <p>Declarations of Interest, Code of Conduct and Register of Hospitality</p> | <p>The Clerk reported that Declaration of Interest forms had been distributed just prior to the Christmas break and that most had now been returned. Reminders would be sent to those who had not yet returned their forms.</p> <p>The Clerk referred to the previously circulated NGA Code of Conduct. Governors approved adoption of the Code of Conduct, to be reviewed annually.</p> <p>The Clerk noted that the Federation maintained a register of gifts and hospitality and Governors should alert him if any gifts or hospitality were received in the course of their duties as Governors.</p> |
| 9 | <p>Reports to Federation from previous Governing Bodies</p> | <p>The Chair introduced the previously circulated reports prepared by the predecessor Governing Bodies.</p> <p>The following key issues/risks were highlighted:</p> <p>At KJS:</p> <ul style="list-style-type: none"> • A previous pupil exclusion had the potential to be heard at an independent review panel. • The financial position was sound. • The school had invested in sports facilities and since the report had been written expected grant monies had been received. • There had been a staffing matter which may be subject to an appeal. <p>At BHS:</p> <ul style="list-style-type: none"> • There was a formal staff disciplinary case ongoing. |

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| | | <ul style="list-style-type: none"> The financial position was challenging with the school not having had a balanced budget for some years. The LA had not made any comment to the school about the budget position in the previous 12 months, but had been supportive of the move to federation as a means to deliver further efficiencies. It was likely that a recovery plan would have to be established to seek to return the school to a breakeven budget over a number of years (generally up to 3 years). |
| 10 | Adoption of Terms of Reference, Standing Orders and of the FGB 2020/21 | <p>Draft Terms of Reference had been previously circulated and were approved by the meeting, to be reviewed each academic year.</p> <p>It was agreed to review the Standing Orders at the next meeting.</p> |
| 11 | Terms of Reference for Committees | <p>It was noted that various ad hoc committees would be required from time to time to deal with specific issues. It was agreed to look at terms of reference for those committees at the next meeting.</p> <p>Governors agreed to establish an Executive Finance Group with the Terms of Reference as set out in Appendix 1 of the Budget Management Policy. Governor membership of the EFG was agreed as: Ian Yapp; Brian Horner; Rob Whitehead; Pat Dunnill; and Malcolm Dawson (in his role as Chair of the GB). These would join with the Heads and JW to form the Group.</p> <p>It was agreed to establish a Pay Review and Performance Committee. This would have the remit of Headteacher Pay and Performance Management and Oversight of Teaching and Non-Teaching Staff Pay and Performance Management. Detailed Terms of Reference to be agreed at the next meeting. It was agreed that a single external facilitator should be used to support the review process for each Headteacher. It was anticipated that membership would fall to three governors in due course but for continuity it was agreed to appoint two</p> |

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| | | <p>governors from each predecessor school. Membership of the Committee was agreed as Malcolm Dawson; John Heap; Pat Dunnill; and Sam Meneely.</p> <p>Ian Yapp was appointed to Chair any staff appeals given both Chair and Vice-Chair were members of the Committee.</p> |
| 12 | FGB Annual Planner for 2020/21 and meeting schedule | <p>KS and CS had worked on a draft plan for the remainder of the academic year. Both felt that the necessary business of the Governing Body could be contained within a further four meetings this academic year with one meeting each half term ie February, March, May and June/July.</p> <p>It was agreed CS/KS/Clerk should work to finalise the agenda plan into a document for consideration at the next meeting. Action CS/KS/Clerk</p> <p>It seemed Thursday evenings were the best for Governors to meet although even this was not ideal. It was agreed that the Clerk would propose meeting dates for the remainder of the academic year for circulation to Governors for their consideration. Action Clerk</p> |
| 13 | Appointment/Confirmation of Governors with specific/lead responsibilities for 2020/2021 | <p>It was proposed that the following lead roles be established:</p> <ul style="list-style-type: none"> • Health & Safety/Premises • SEN • Pupil Premium/Looked After Children • Safeguarding/Child Protection (one for each school) • Community Partnership (one for each school for the time being) • Curriculum (three in total to cover both schools with specialist areas to be identified in due course with the Headteachers) • Careers |

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| | | <p>After discussion it was agreed that the Community Partnership role should be externally facing and that initially this could be carried out by two people. There should be an Integration Plan developed and driven by the Heads for approval and subsequent review at future meetings. The meeting recognised the current pressure on the Headteachers and suggested the Integration Plan be kept brief. Action KS/PM/CS</p> <p>Governors discussed the Staff Wellbeing Group already established at KJS and a number expressed an interest to become involved in this.</p> <p>It was agreed that Governors should email the Clerk to identify which of the lead roles they were interested in so that the matter could be considered at the next meeting. Action All/Clerk</p> |
| 14 | Finance Scheme Of Delegation | Governors reviewed the scheme of delegation contained in Appendix 2 of the Budget Management Policy. JW outlined measures currently in place and planned which would allow for better integration of financial systems and operations. Governors approved the scheme of delegation as proposed. |
| 15 | Skills Audit; Induction Arrangements for New Governors; and Governor Training | Most Governors had completed a Skills Audit Form as part of their role in the previous schools although there was not a complete set in place. It was agreed to adopt the NGA Skills Audit template and to ask Governors to complete this prior to the next meeting. Action All/Clerk |

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| | | <p>It was suggested that Leanne Hume, as a new Governor, should attend the NYCC Governor Induction course. The Chair offered to speak with Leanne to support her into the role.</p> <p>It was agreed that Governors could book attendance on training via the HR department by emailing HR@king-james.n-yorks.sch.uk .</p> |
| 16 | Familiarisation With Schools for New and Transferring Governors | <p>The meeting recognised the importance of Governors becoming familiar with both of the schools but also the challenges that the current pandemic restrictions placed in the way of this. It was agreed that the Chair, Vice Chair and Heads should discuss in depth what opportunities might be available to help the familiarisation process. Action MD/JH/CS/PM</p> |
| 17 | Safeguarding | <p>The Heads gave an update on safeguarding issues, both reporting that measures were in place to support vulnerable learners (and children of key workers) during periods of school closure. Measures included welfare checks as well as support for remote learning and involved using a range of staff from across the school.</p> <p>It was clarified that Children who are not eligible to attend school, who are eligible for a benefits related free school meal should be offered a food parcel. Voucher alternatives were also available.</p> |

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| | | JW updated the meeting on the ability of the schools to offer mass testing noting that good progress had been made and the schools would be able to offer a testing facility next week if required. Appropriate staffing arrangements were in place if required. |
| 18 | Development Plan/Strategic Planning for 2021/2022 | It was agreed to return to this item at the next meeting. |
| 19 | Policies for approval/Policy Review Schedule | Governors approved the previously circulated Budget Management Policy. |
| 20 | Correspondence | There were no items of correspondence to report. |
| 21 | Any Other Business | <p>The Headteachers confirmed that the necessary provisions were in place to ensure the schools were able to meet the requirements of DfE guidance relating to remote learning.</p> <p>Pat Dunnill and Brian Horner agreed to make themselves available should revisions to the school risk assessments be necessary before the next governing body meeting.</p> <p>There were no further items of business.</p> |
| 22 | Date of next meeting | Tuesday, 9 th February 2021 at 6pm, online. |

The meeting closed at 19.56 hours.

Signed Malcolm Dawson (Chair)

Dated.....

ACTIONS ARISING FROM MEETING:

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| CS/KS/Clerk | It was agreed CS/KS/Clerk should work to finalise the agenda plan into a document for consideration at the next meeting. |
| Clerk | It was agreed that the Clerk would propose meeting dates for the remainder of the academic year for circulation to Governors for their consideration. |
| KS/PM/CS | There should be an Integration Plan developed and driven by the Heads for approval and subsequent review at future meetings. The meeting recognised the current pressure on the Headteachers and suggested the Integration Plan be kept brief. |
| All/Clerk | It was agreed that Governors should email the Clerk to identify which of the lead roles they were interested in so that the matter could be considered at the next meeting. |
| All/Clerk | It was agreed to adopt the NGA Skills Audit template and to ask Governors to complete this prior to the next meeting. |
| MD/JH/CS/PM | It was agreed that the Chair, Vice Chair and Heads should discuss in depth what opportunities might be available to help the familiarisation process. |