



**FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL**  
**Minutes of Meeting of the Federation Governing Body**  
**Thursday 13<sup>th</sup> May 2021, 6.00pm online**

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

**In attendance:** Justin Waters (JW) - Director of Business Services; Carl Sugden (CS) – seconded Headteacher at KJS; Rob Grierson (RG) – Deputy Head BHS ; Heather Turner (HT) Clerk, Stuart Giles (item 1 – 8), Sarah Bloomfield (items 1 – 8)

**Apologies :** Carl Sugden (CS) – seconded Headteacher at KJS

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	The Chair welcomed all to the meeting, reminding all present of matters relating to confidentiality, declaration of interests and the code of conduct.

No.	Agenda Item	Detail/Questions/Comments
	Confidentiality; Code of Conduct	
2	Receive apologies and consider giving consent to absences	Apologies were received and consented from Carl Sugden.
3	Approval of the Minutes of the meeting held on: Thursday 25 <sup>th</sup> March 2021	The previously circulated minutes of the meeting held on Thursday 25 <sup>th</sup> March 2021 were agreed as a true record.
4	Matters arising from the minutes	<p>The following matters were arising from the previous meeting: -</p> <p><u>Lead Governors</u> HT had circulated the list of Lead Governors to the Board.</p> <p><u>Compiling governance information for the school website</u> HT confirmed that there is still one outstanding governor profile – this has been requested again and will be followed up and uploaded to the school’s websites. <b>Action HT/Governor</b></p> <p><u>Governor Training Report</u> HT has compiled a report showing Governor Training and this has been submitted to MD. MD outlined that he thought it would be useful to have more historic training information for all governors and that this should then be held centrally for the Federation. HT to liaise with the current holders of the information to see if they hold any further historic information and then circulate to governors for their own personal input. <b>Action HT/Governors</b></p>

No.	Agenda Item	Detail/Questions/Comments
		<p><u>Data Presentation</u>  Data for both schools will be presented at the next FGB meeting in June 2021. Whilst it was anticipated that there would be similarities in the way each school presented its data, the Board would take stock after that meeting and consider what changes to presentation might be desirable or possible, and what additional training might be needed for governors <b>Action MD/Headteachers</b></p>
5	Teacher Assessed Grades – process, quality assurance and moderation arrangements	<p>Papers from both schools had been circulated prior to the meeting. SB introduced the papers based on the approach at BHS, and SG highlighted any variances from a KJS perspective.</p> <p>SB confirmed that both approaches are the same in principle with some minor operational differences. SB confirmed that the guidelines aim to ensure the assessments are done fairly, consistently and have a high degree of quality assurance and highlighted to the Board the following:</p> <ul style="list-style-type: none"> <li>-</li> <li>• Training has been undertaken across both schools</li> <li>• Evidence for in-class assessments is currently being undertaken</li> <li>• BHS did mocks in December – KJS did mocks in January</li> <li>• Internal Quality Assurance is robust and is being supported by working with other local schools who are using the same examining bodies</li> <li>• The previous year comparisons are proving challenging, particularly at BHS because of the stage not age approach, however this is highlighted in the guidelines</li> <li>• BHS has a private candidate and the guidelines around this have been addressed – it should be noted that the private candidate for this year is an ex-student and is therefore known to the school</li> </ul>

No.	Agenda Item	Detail/Questions/Comments
		<ul style="list-style-type: none"> <li>• Completed work has to go to the external quality assurers on the 18 June 2021. Sampling of the work for each school will consist of 2 subjects – one of which will be Math or English. A level sample will only be one subject</li> <li>• Further guidelines from Ofqual are expected around the Appeals process.</li> <li>• National results days at 10<sup>th</sup> and 12<sup>th</sup> August 2021. BHS has not confirmed if students will be invited into school to collect results. KJS have dates in the diary - the current plan is to hold these remotely but this will be reviewed as and when government guidelines change</li> </ul> <p><i>Question: What interaction has there been with teachers, parents and pupils around the assessment process?</i></p> <p><i>Answer: Communications with parents is on-going via newsletters/bulletins. The JCQ guideline has been shared with parents/students. It was felt that this is a very robust document outlining all elements of the process. This document has also been posted on the school websites. There are circa 4000 qualifications this academic year and circa 20 parents have come back with responses/queries all of which have been addressed.</i></p> <p><i>Staff are speaking with students on a daily basis about their progress and giving feedback but not discussing outcome grades.</i></p> <p><i>Both schools are preparing for Appeal days and assessing staff availability.</i></p> <p><i>Question: What is the situation with student who have been/are absent from school and are not able to undertake the in-class assessments?</i></p> <p><i>Answer: The JCQ guidelines specify consideration for this should be undertaken by the school. Where possible provision should be made for assessment to go ahead, if this is not possible then the school can give ‘special considerations’. Some twilight sessions have already taken place at KJS and BHS.</i></p>

No.	Agenda Item	Detail/Questions/Comments
		<p><i>Question: If assessments are missed can they be taken at a later date.</i>  <i>Answer: If students have long term absences and not done work/assessments they cannot be given a grade.</i></p> <p><i>Question: Given the amount of time students have been out of school home learning what are the indications from the mocks undertaken at BHS in December?</i>  <i>Answer: The results have been analysed – on the whole the results are better than expected. Some of these results will be used as indicators.</i></p> <p><i>Question: Has time been given to train staff at BHS?</i>  <i>Answer: Yes – it is not specified in the guidelines but training has already been undertaken and there are dates/times in the diaries.</i></p> <p><i>Question: Will we be able to get some analysis of the results as a governing board and will we be able to share this with parents?</i>  <i>Answer: Yes – although it will be challenging to do this as we will not have like for like to compare year on year within the school but some analysis will be reported. However comparisons with other schools will be possible via the Sisra and FFT platforms and this should be available for governors in September/October.</i></p> <p><i>Question: Standardisation is different for BHS as they are going out to other local schools. Are the teachers making the decision who they work with themselves?</i>  <i>Answer: Yes, the teachers are making the decision/contact however these are being verified by SB.</i></p> <p><i>Question: Are all the contacts/reports being recorded?</i>  <i>Answer: Yes</i></p> <p>MD acknowledged on behalf of the Board the work that is being undertaken by all the staff in both schools and recognised the amount of work and pressure this process is causing.</p>

No.	Agenda Item	Detail/Questions/Comments
how6	Safeguarding	<p>MD advised the meeting that Safeguarding would form a standard agenda item for all FGB meetings.</p> <p>An update on the Safeguarding Audits for both schools had been circulated prior to the meeting.</p> <p><u>KJS</u>  PMcl asked the Board to bear in mind the short amount of time from the publication of the audit to this next review and asked that they acknowledge that this is reflected in the action outcomes. 2.58 (Emergency Response Procedure) will be undertaken prior to the end of the academic year. 2.18 (DSL and Deputy DSL job Descriptions) have been updated in March 2021.</p> <p><u>BHS</u>  The Code of Conduct has been reviewed and issued to staff. Safer recruitment and single central recorded training have been completed. The perimeter fencing has been highlighted through a Health and Safety and Senior Education advisor visit. Some funding from LA has been agreed but no monetary amount confirmed. Quotes are currently being sourced and will be submitted to the LA. There are 3 levels of funding and subject to the outcome it is possible that there may be a negative budget implication.</p> <p><i>Question: Have risk assessment taken place and are there processes in place to ensure risks are mitigated whilst a solution to the fencing issue is found?</i>  <i>Answer: Yes – robust processes are in place. Staff and students are fully aware of what they should do/who they should report to. The school recently did a survey to all students asking if they felt safe in school and 96% responded yes.</i></p> <p>SM gave a brief Safeguarding update across both schools and confirmed that work is on-going with staff from both schools to ensure collaborative working is further developed.</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>The following incidents had been reported in the last 30 days: -</p> <p>BHS – 1 parent has raised concerns – the situation has been investigated and resolved 6 referrals and 4 incidents logged for students</p> <p>KJS - 5 referrals to external agencies for students</p> <p>There have been 700 logged safeguarding incidents since September. SM advised the Board of the increasing number of self-harm referrals and will undertake further analysis of the incidents to see if there are any other patterns emerging. <b>Action SM</b></p> <p>KJS have just confirmed a CAMHS councillor will be seconded to the school as part of a pilot scheme. The cost to the school during this pilot will be the provision of work space/facilities in the school. Further training is going to be undertaken with the pastoral team.</p> <p><i>Question: Has any analysis being done against the North Yorkshire data?</i> <i>Answer: This will be part of the further analysis</i></p> <p>KJS have appointed a Well being Co-ordinator in a one-year post. Funding for this will be through the catch-up funding.</p>
7	Budget	<p><u>Year-end outturn 2020/21</u> Papers for both schools were circulated prior to the meeting.</p> <p><u>KJS</u> Total income for the year (excluding donations) is £9,090.4k which is £156.6k ahead of the budget. Expenditure is £9,089.4, which is a £131.5k overspend against budget, resulting in a year-to-date</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>operating surplus of £51.2k. £68.7k has been added to reserves as committed income at year end for Covid related projects awaiting deployment.</p> <p>Income has benefited from increased SEND funding, Covid funding for catch up, projects and furlough. There has been a loss of income due to poor lettings and catering trading.</p> <p>Expenditure has been affected by increased utility costs, Covid secure initiatives and increased cleaning materials. There has been an increase in Learning Resources relating to in-year Catch Up projects and an increase in hardware and software. Some savings have been achieved in catering which relates to food cost savings.</p> <p>Total revenue balance available at year end if £157.8k.</p> <p><u>BHS</u> Currently reported at Period 12a as further work is required to reconcile 19/20 to the year end 20/21. It is currently envisaged that the outcome of this could result in an additional £7k deficit against the results below.</p> <p>Total income for the year is £2,952.9k which is £21.5k behind budget. Expenditure is £3,056.9k which is an overspend of £97.3k against budget. This results in a year-to-date operating deficit of £103.9k.</p> <p>£54.5K of the income variant relates to Covid-19 funding which was not known at the time of setting the budget. There has also been a £10k environmental grant. A reduction in income has come as a result of weak catering sales and the lack of eligibility to claim on insurances has resulted in a loss of £19.8k.</p> <p>Expenditure has been saved through delaying the implementation of a new leadership structure, changes in the management plan including delayed recruitment and savings on the staff insurance premium in year. Overspend on learning resources is related to Covid Catch up.</p>



No.	Agenda Item	Detail/Questions/Comments
		<p>New laptops for teachers have been put to capital expenditure.</p> <p>Projected revenue resources are currently predicted at a deficit of £826.4k</p> <p><i>Question: Will summer schools have an impact on the Budget?</i>  <i>Answer: No – both schools looking at operating these in different ways but neither will have an impact on the budget.</i></p> <p><i>Question: KJS currently have a catering van (currently not in use due to Covid restrictions) – is this for the school use only or can it be used for external events?</i>  <i>Answer: It is thought that once this facility is up and running for the school it may be possible to offer this for external events and gain some revenue.</i></p> <p><u>Update on BHS budget recovery planning</u></p> <p>KS advised the meeting that further planning and discussions have taken place and in particular highlighted the following: -</p> <ul style="list-style-type: none"> <li>• The proposal to recruit an ICT apprentice is being actioned although recruitment is proving challenging</li> <li>• Associate staffing review currently being undertaken</li> <li>• SEN funding review in process</li> <li>• Curriculum Plan Review will be undertaken as soon as possible</li> </ul> <p>Further details and projected outcomes will be share at the next Executive Finance Committee meeting and reported to the next FGB meeting. <b>Action KS</b></p> <p><i>Question: Has the possibility of sharing costs been exhausted and is there more potential?</i></p>

No.	Agenda Item	Detail/Questions/Comments
		<p><i>Answer: Sharing costs have been analysed and continue to be reviewed in particular through any staff changes.</i></p>
8	Roles and responsibilities of lead governors and visit arrangements	<p>3 documents had been circulated ahead of the meeting: -</p> <ul style="list-style-type: none"> <li>• Governor School visit Policy</li> <li>• Visit report template</li> <li>• Revised Governor Monitor Arrangements During Covid</li> </ul> <p>MD advised the meeting that the policy was based on the National Governor Association policy with minor amendments which had been suggested by the Headteachers.</p> <p>The document relating to arrangements during Covid was based around a document issued by the North Yorkshire Governance Team in 2020.</p> <p>The Visit report template to be completed following every visit should be sent to the Clerk, these will be submitted to the next FGB meeting. This will allow governors to review the outcome against the Federations strategic plan and identify any key actions that are required.</p> <p><i>Question: What is the view with regard to curriculum lead governors visit and contact with the school at this present time?</i></p> <p><i>Answer: It was felt that this should be left until after the assessment process has been completed and possible visits could be arranged after half term. It was felt that this would be useful to have this input particularly in the light of the schools being in the Ofsted Autumn/Spring window.</i></p> <p>The Board agreed to adopt the above 3 documents.</p>

No.	Agenda Item	Detail/Questions/Comments
9	Governors' strategy day – 3 July 2021	<p>MD gave an outline of the proposed agenda for the meeting.</p> <p>It was proposed that the meeting would be held at KJS between 9am and 12.30pm.</p> <p>The aim of the meeting is to focus on the school development plan for 2021/22. Items would cover the previous year's development plan, review and priorities for 21/22, a look at the national pictures/themes and Ofsted priorities. There would be discussion groups when members of the SLT would join. The groups would look at what should be in the development plans for 21/22. Subject to having sufficient time there would also be a discussion around EBacc and the government policy around this including possible changes to the schools' curriculum models.</p> <p>The Board agreed to the proposed agenda and MD will provide further details in the next 2/3 weeks and final details will be confirmed at the next FGB meeting. <b>Action MD</b></p>
10	Health and Safety Update including Covid	<p><u>Covid Update</u></p> <p>JW reported that there had been no positive case at BHS and 2 possible cases at KJS evidenced through LF tests but not substantiated through PCR tests.</p> <p>JW reported that there had been a decrease across both schools in the uploading of the LF test results for both students and staff. Further work will be undertaken to encourage this. <b>Action JW</b></p> <p>Guidance is awaited regarding self-isolation for students when returning from abroad following foreign holiday trips.</p> <p>Covid safe environments have been created to allow further teaching/activities in school. Cooking, extra curriculum music and group singing have commenced. Local visits have started, national trips are being reviewed along with a residential trip in October. International trips are still on hold.</p> <p>It is not clear as yet if it will be necessary to continue the 'bubbles' in schools and further guidance is expected.</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>PMcl gave the governors an update regarding the wearing of face masks in the school. National guidance had been issued saying that face masks were not necessary in schools. NY local authority had issued further guidance stating that the wearing of face masks should continue in corridors and communal areas. Both schools will be following this guidance and will take a further view at May half term.</p> <p>JW confirmed that social distancing is still in place for staff and this is being encourage.</p> <p><u>Health and Safety</u>  A Health and Safety report has been produced for BHS. One particular issue has arisen regarding the fact that fire doors are being left open relating to Covid guidelines. This is being reviewed as a priority. <b>Action JW</b></p> <p><i>Question: Has the Duke of Edinburgh programme recommenced?</i>  <i>Answer: Yes – some work has started – it is hoped that the gold awards can be completed before half term.</i></p>
11	Staff	<p>JW advised the meeting of the sad passing of Sharon Cawkwell-Brown. MD had sent a tribute on behalf of the Governing Body which will be included in the electronic memory book.</p> <p><u>KJS</u>  The following appointments have been made:</p> <ul style="list-style-type: none"> <li>• 2 kick-start employees</li> <li>• 1 caretaker – due to start next week</li> </ul> <p>1 member of the cleaning staff has left.</p> <p>The following posts are being recruitment for:</p> <ul style="list-style-type: none"> <li>• Maths – 0.6 post</li> <li>• Science – 0.6 post</li> </ul>

No.	Agenda Item	Detail/Questions/Comments
		<ul style="list-style-type: none"> <li>• Careers Advisor – to start in September – this would be split 4:1 across the schools</li> <li>• Business Services post</li> <li>• Interim Acting Head</li> <li>• Head of Science</li> </ul> <p>There had been 8 flexible working requests  1 member of staff was on extended unpaid leave which will be reviewed in September  There are 2 cases of long-term sickness as present  5 cases of sickness are currently being dealt with – 3 are currently being monitored and 2 are at final disciplinary stages</p> <p><u>BHS</u>  There is one post currently being recruitment for:</p> <ul style="list-style-type: none"> <li>• Geography – 0.5 post</li> </ul> <p>1 disciplinary case has been heard resulting in a final warning  2 flexible working requests have been received – 1 has been agreed and the other declined</p> <p><i>Question: What is a 0.5 post?</i>  <i>Answer: It equates to 2.5 days</i></p>
12	Policies	<p><u>Approach to delegation of decision making on HR and other matters</u>  A paper was circulated prior to the meeting. Following a review of working practices across both schools it was felt that a consistent approach would be beneficial. The policy is based on both CIPD and ACAS guidelines.</p> <p>The Board was asked to approved the policy which confirmed the construction of the panels and the HR Support Shared services which it was felt would enable consistency and effectiveness across both the schools. These were approved.</p>

No.	Agenda Item	Detail/Questions/Comments
		<p><i>Question: Is the practice supported by North Yorkshire?</i>  <i>Answer: Yes – NY HR advisors will support. It is advisable that governors have training but not a pre-requisite. Overall advise from NY HR is risk adverse.</i></p> <p><u>Approval of Policies</u></p> <p>MD ask that given there would be a significant number of policies coming to the Board for approval that notes on whether policies were new/amended, what significant changes were included or what issues governors would need to review in particular could be provided. <b>Action JW</b></p> <p>JW/KS currently looking at a policy schedule and working towards Federation policies rather than individual school policies where possible.</p> <p><i>Question: Can the Board assume that the majority of policies will be for the Federation?</i>  <i>Answer: It could be assumed that circa 80% will be for the Federation.</i></p> <p><i>Question: Can we try, wherever possible, to ensure consistency of policy titles if they are different for both schools?</i>  <i>Answer: Yes - this will form part of the overall review and scheduling. <b>Action JW/KS</b></i></p> <p><i>Question: Are all policies reviewed annually?</i>  <i>Answer: No – some are annually, some are renewed every 2 or 3 years. Again this will form part of the overall review</i></p> <p><i>Question: On the Teaching and Learning policy should the point regarding giving feedback be stronger?</i>  <i>Answer: this relates to the way the lessons are planned so it was felt that it was appropriate to word this in its current format.</i></p>

No.	Agenda Item	Detail/Questions/Comments
		<p>The following policies were circulated prior to the meeting and all were approved: -</p> <p>Policies for each School:</p> <ul style="list-style-type: none"> <li>• Bursary Fund Policy – KJS</li> <li>• ITE Policy - KJS</li> <li>• Assembly Policy – KJS</li> <li>• Independent Learning Policy – KJS</li> <li>• Literacy Policy – KJS</li> <li>• Marking Policy – KJS</li> <li>• Tutoring Policy – KJS</li> <li>• Feedback and Assessment – BHS</li> <li>• Teaching and Learning – BHS</li> <li>• Homework – BHS</li> <li>• Relationships and Sex Education - BHS</li> </ul> <p>Policies for the Federation i.e., covering both schools:</p> <ul style="list-style-type: none"> <li>• Leave Policy and Summary Charts (and guidance)</li> <li>• Hearing and Appeals Policy</li> <li>• Extended Unpaid Leave Policy</li> <li>• Flexible Working Policy and Procedures</li> <li>• Attendance Management (and guidance)</li> <li>• Social Media Policy</li> <li>• Guidance for Schools on Managing Allegations against those who work or Volunteer with children</li> </ul>
18	<b>Correspondence</b>	There were no items of correspondence to report.

No.	Agenda Item	Detail/Questions/Comments
19	<b>Any Other Business</b>	BHS – Complaint The following governors were confirmed for the panel to be held on Monday 17 <sup>th</sup> May 2021 at 5pm  Pat Dunnill – Chair Rebecca Evans Sam Meneely
20	<b>Date of next meeting</b>	Thursday 17 <sup>th</sup> June – 6pm Thursday 22 <sup>nd</sup> July – 6pm

The meeting closed at 20.20 hours.

Signed ..... Malcolm Dawson (Chair)

Dated.....

**ACTIONS ARISING FROM MEETING :**

Matters arising from the minutes	<p><u>Compiling governance information for the school website</u>            HT confirmed that there is still one outstanding governor profile – this has been requested again and will be followed up and uploaded to the school’s websites. <b>Action HT/Governor</b></p> <p><u>Governor Training Report</u>            HT has compiled a report showing Governor Training and this has been submitted to MD. MD outlined that he thought it would be useful to have more historic training information for all governors and that this should then be held centrally for the Federation. HT to liaise with the current holders of the information to see if they hold</p>
----------------------------------	--



	<p>any further historic information and then circulate to governors for their own personal input. <b>Action HT/Governors</b></p> <p><u>Data Presentation</u> The Board will take stock after the next meeting and consider what changes to data presentation might be desirable or possible, and what additional training might be needed for governors <b>Action MD/Headteachers</b></p>
Safeguarding	<p>There have been 700 logged safeguarding incidents since September. SM advised the Board of the increasing number of self-harm referrals and will undertake further analysis of the incidents to see if there are any other patterns emerging. <b>Action SM</b></p>
Update on BHS budget recovery planning	<p>Further details and projected outcomes will be share at the next Executive Finance Committee meeting and reported to the next FGB meeting. <b>Action KS</b></p>
Governors' strategy day – 3 July 2021	<p>The Board agreed to the proposed agenda and MD will provide further details in the next 2/3 weeks and final details will be confirmed at the next FGB meeting. <b>Action MD</b></p>
Health and Safety update – including Covid	<p>JW reported that there had been a decrease across both schools in the uploading of the LF test results for both students and staff. Further work will be undertaken to encourage this. <b>Action JW</b></p> <p><u>Health and Safety</u> A Health and Safety report has been produced for BHS. One particular issue has arisen regarding the fact that fire doors are being left open relating to Covid guidelines. This is being reviewed as a priority. <b>Action JW</b></p>
Policies	<p>MD ask that given there would be a significant number of policies coming to the Board for approval that notes on whether policies were new/amended, what significant changes were included or what issues governors would need to review in particular could be provided. <b>Action JW</b></p> <p><i>Question: Can we try, wherever possible, to ensure consistency of policy titles if they are different for both schools?</i> <i>Answer: Yes - this will form part of the overall review and scheduling. <b>Action JW/KS</b></i></p>