



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL
Minutes of Meeting of the Federation Governing Body
27th January 2022 at Boroughbridge High School

Present: Malcolm Dawson (Chair); Pat Dunhill; Rebecca Evans; John Heap; Brian Horner; Andrew Howard; Sam Meneely; Kathryn Stephenson (Head BHS); Carl Sugden (Head KJS); Sarah Tabor; Rob Whitehead; Ian Yapp.

In attendance: Justin Waters (Director Business Services); Rob Grierson (Deputy Head BHS); Ruth Gregory (Clerk); Andrew Welsh (NYCC Clerking Service)

Apologies : Richard Ebdon; Emma Lonsdale; Andrew Town.

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 and Introductions	The Chair welcomed all to the meeting. A reminder was issued of the importance of confidentiality.

No.	Agenda Item	Detail/Questions/Comments
2	Receive apologies and consider giving consent to absences	Apologies were received and consented to from Richard Ebdon, Emma Lonsdale and Andrew Town. Leanne Hume was not in attendance.
3	Approval of the Minutes of the meeting held on 18th November 2021	The previously circulated minutes of the meeting held on 18 th November 2021 were agreed as a true record.
4	Matters arising from the minutes	<ul style="list-style-type: none"> • A Welsh to resend forms re declaration of Business and Personal Interests and Skills Audit to all governors. Action: AW • DFE Data Document to be sent to all. Action: AW • Safeguarding for governors required as soon as possible. Evening session to be arranged. Action: CS. • Policy updates completed and signed off.
5	Report on Covid Response	<p>Good response to the test centres with 1200 pupils through. Numbers testing positive and self-isolating (both staff and pupils) increasing - may result in the reintroduction of wearing face masks. It is difficult to find agency staff– KJS has 15 vacancies at the moment as well as absences needing cover.</p> <p>Challenge: Do face masks have to be worn in community areas? Response: Not at present but everyone is encouraged to wear them.</p> <p>Challenge: Is there anything the Governors can do to help? Response: No, continue to give the support that they do.</p> <p>Challenge: Will examinations go ahead? Response: Yes, mock results have shown some gaps in learning. Attention is being given to skills as well as content eg resource analysis.</p>

		<p>BHS in a similar position; the non-attendance is worse than before and staff covering absences to plug the gaps. Pupils at both schools are suffering emotionally and socially.</p> <p>Challenge: Has it peaked? Response: Infection is high and likely to rise now that restrictions have been lifted. It is expected that 2/3 weeks will see the peak and then infection is likely to level out. Attendance in year groups where students have been vaccinated is much lower.</p> <p>Operational decisions re keeping the schools open are taken weekly, considering staffing levels and whether standing down one year would benefit others. Staff could then be distributed to cover but this puts additional pressure on SLT and staff.</p> <p>Challenge: Does the insurance cover any of these costs? Response: No, SLT try to cover lessons - BHS 2-3 per week.</p> <p>Recruitment is difficult, due to supply and demand.</p>
6	Ofsted	Discussions regarding Ofsted are recorded in a separate Confidential minute.
7	IDSR	Governors received the papers and were invited to e mail any questions regarding the IDSR to the Heads.
8	Learning Cycle Tracking Point Update	Governors received the papers and were invited to e mail any questions regarding the reports to the Heads. There is no base line for a number year groups.
9	Safeguarding Update	<p>SM noted that all reports have been issued – these are live documents and subject to change. Rebecca Evans agreed to take on the role of Wellbeing Governor for all staff and pupils.</p> <p>Challenge: From the tables BHS activities in year 11 high – is it known why and anything to be aware of? Response: It is a result of the children in the year group, children in need meetings being held and we will collate more information for year on year figures.</p>

		<p>Challenge: There is a greater number of potential bullying cases at BHS than at KJS – why? Response: The way that the incidents are recorded, for example a friendship upset could be recorded as perceived bullying. For both schools a better breakdown of SEMH issues by sub-category would assist.</p> <p>Challenge: Do both schools use the same policies and way of reporting incidents. Response: BHS - If a teacher records something as perceived bullying this is passed to our pastoral team to follow through. KJS – the CPOMS system used has approximately 50 categories to define the incident. A number of these cover bullying, this allows further categorisation such as sexual harassment or online bullying.</p> <p>Challenge: Is there a way to present comparable data for both schools to show the trends when reporting back to governors especially when tracking bullying? Response: A meeting will be arranged between the safeguarding staff from both schools to discuss the issue. Action: SM</p>
10	BHS Sixth Form Consultation	<p>Consultation information sent out between Nov – Dec to parents, Local Council and the MP. 3 formal and two informal responses returned. Main concern is how it would affect the local community. The size of BHS Sixth Form, which at present has 12 students, does not allow provision that would be educationally or financially viable. It is necessary to ensure the local council has a better understanding of the school and the hire of facilities by local groups which at present number 45.</p> <p>Challenge: Given factual inaccuracies about the school will the council correct such statements about the school in their minutes? Response: The council has agreed that representatives will visit the school for a meeting during school hours to discuss this and other issues. At the meeting we will discuss with them how best to put the correct information on the record.</p> <p>It was noted that a journalist from The Stray Ferret had been in touch requesting an update about the consultation.</p>

		<p>Challenge: Would a public consultation be advisable? Response: A combination of Ofsted, Covid and a low level of parental interest has not been conducive, but the school does want to respond to concerns. A more productive approach might be to meet with those who do have concerns so they can be addressed.</p> <p>Challenge: When does year 11 need to know about the closure date in order to make informed decisions about their futures. Response: KJS has already been in school to inform the students of the options available but pupils need to know by mid-March.</p> <p>The reasons for the closure can be addressed on the website and an explanation that fewer than 10 students in a class is not viable. If it is considered productive, a meeting with the people who have emailed and made phone calls re the closure could be arranged to discuss their concerns. Action KS</p> <p>Proposal: Are the governors content to make the decision to temporarily suspend the sixth form at BHS from September 2022, to be reviewed in two years? Response: The governors agreed unanimously that the sixth form should be suspended from September 2022 for two years. A clear and positive offer to Year 11 students would be made to ensure they could progress to suitable ongoing education. A letter to parents setting out the reasons for the decision would be drafted and there would be a supporting media statement to be used in the event of enquiries. Action: KS/MD</p>
11	Ofsted Complaints	<p>Governors were updated on complaints received by Ofsted in relation to both schools. The process by which Ofsted handles complaints was discussed. Ofsted does not deal with the individual complaint but examines any context of the complaint, especially if there is a safeguarding element to it.</p> <p>Local authority visits to both schools have looked at the context of the complaints and have been satisfied with the response of the schools. As a further safeguard, Andrew Howard will spend time in both schools to look at behaviour and attitudes, on the ground.</p>

		<p>An education advisor watched children at BHS at various times during the day and found no adverse behaviour. Good routines in the school, staff greetings and during movement around the school the children appeared to be self-regulating.</p> <p>Challenge: If two complaints were taken into account by Ofsted how can governors react to show support? Response: SEMH issues amongst pupils have increased as a result of the pandemic. Bullying is always taken seriously in school.</p>
12	<p>Report on Attendance, Behaviour and Exclusions</p>	<p>KJS and BHS attendance inevitably affected by Covid and very difficult to make meaningful comparisons with past years.</p> <p>Governors therefore focused their discussion on behaviour issues at each school.</p> <p>Challenge: Is there any specific timing in disruption? Response: In year 10 this tends to be in the afternoon.</p> <p>Challenge: Is everything recorded e.g. shirts tucked in? Response: No, not everything is recorded. Monitoring of entries takes place so that inconsistencies can be addressed.</p> <p>In year 10 at BHS 7 students have transferred in – almost all have significant issues some have been excluded from other schools. 55% of fixed term exclusions are for students who have transferred in.</p> <p>Strategies to deal with behavioural impact at BHS need to be discussed in a future meeting, in particular in relation to Year 10. Action: Agenda</p> <p>KJS suspensions are consistent with previous figures, pre Covid - 124 suspensions in 19/20 and to date only 41 recorded. Detentions, pupils are given either D30 or D60 – not many pupils go into the consequences room.</p>

		<p>Challenge: Is the reason for being sent to the consequences room because of failure to attend D60? Response: Yes. The consequence room clears any outstanding D60. The room is used as a reset.</p> <p>There was some systems change prior to Covid which was having an impact but the pandemic has clouded this.</p> <p>Challenge: Are the national average figures current or historic? Response: Attendance figures are from previous weeks and the comparative national figures are pre-pandemic.</p>
13	Staffing Update	JW gave an update on staffing matters to the meeting. KJS as previously mentioned has 15 vacancies, one request for flexible working and 1 long term sick.
14	Health and Safety Report	<p>JW reported that a 6 page report has been prepared. The health and safety committee need to agree a date to discuss this before the next meeting.</p> <p>An internal compliance audit shows 6 items outstanding to date.</p> <p>Accidents: KJS 135 since September and BHS 139 some of which have occurred during sports activities. These figures are not unusual. Incident reporting could be improved as the number of reports is down.</p>
15	Finance Update	<p>JW noted that this item was covered in depth at the finance meeting – minutes to be circulated. Forecasts are looking positive. An email to be sent to the LA regarding a recovery plan for BHS quantifying the position with regard to clearing the deficit. Negotiations to take place over forthcoming months.</p> <p>The governing body is responsible for signing off the SFVS report, which has been updated after the finance meeting and comments added.</p>

		<p>JW noted the new Benchmark Report and that some school by school comparisons were difficult given the different way schools record expenditure between budget heads.</p> <p>Proposal: Is the board happy to agree and submit the SFVS? Response: Yes</p> <p>A restructuring plan is needed for some areas at BHS and Governors will be required for a selection panel at a later date.</p>
16	Policies for Approval	<p>Governors noted a revision to the CCTV policy is needed</p> <p>Challenge: Under business continuity Is there adequate cover for loss of ICT services in relation to online learning as this has become increasingly significant during the pandemic? Response: There are server data backups for KJS. If data is lost this can be recovered. BHS is to employ this system.</p> <p>Challenge: Does the insurance cover cyber attacks? Response: Yes</p> <p>Governors considered and approved the following policies/plans as presented:</p> <p>Federation Policies</p> <ul style="list-style-type: none"> • Biometrics (New) • School Publication Scheme • Charging & Remissions • Educational Visits • Budget Management <p>Plans</p> <ul style="list-style-type: none"> • KJS Business Continuity Plan • BHS Business Continuity Plan

		<p>KJS</p> <ul style="list-style-type: none"> • Anti-bullying (KJS) • Independent Learning (Replaced) <p>BHS</p> <ul style="list-style-type: none"> • Curriculum Policy • Careers Guidance Policy
17	Link Governors/Visit Reports	<p>When governors visit either school please will they write a report of the event.</p> <p>Challenge: Is a new template required since federating? Response: No. The Board adopted a governor visits policy and template report last year. Action Clerk: to be circulated to governors</p>
18	Correspondence	None.
19	AOB	There were no other items of business.
20	Date of next meeting	<p>Thursday 24th March 2022 at King James's School – 6pm</p> <p>Future meetings:</p> <ul style="list-style-type: none"> • Thursday 19th May 2022 – 6pm BHS • Thursday 7th July 2022 – 6pm KJS

The meeting closed at 21.00 hours.

Signed Malcolm Dawson (Chair)

Dated.....

ACTIONS ARISING FROM MEETING :

AW	Resend forms of declaration of Business and Personal interests and Skills Audit.
AW	DFE Data Document to be sent to be issued.
CS	Safeguarding training for Governors to be arranged.
SM	Arrange meeting to discuss providing comparable data re safeguarding
KS	If required, to meet with those members of the community who had expressed concerns about closure of the Sixth Form
KS/MD	To draft a letter to parents explaining the reasons for the decision on the Sixth Form, along with a statement for the media.
AH	To arrange to visit both schools during normal hours to observe day to day running of schools.
JW	Health and safety committee to be arranged.
JW	A revision to the CCTV policy to be completed
Clerk	Governor visits policy and template to be circulated to governors