



**FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL**  
**Minutes of Meeting of the Federation Governing Body**  
**6<sup>th</sup> July 2022 at Boroughbridge High School.**

**Present:** Malcolm Dawson (Chair); Pat Dunnill; Richard Ebdon; Rebecca Evans; John Heap; Brian Horner; Andrew Howard; Sarah Tabor; Andrew Town; Rob Whitehead; Ian Yapp; Kathryn Stephenson (Head BHS); Carl Sugden (Head KJS).

**In attendance:** Justin Waters (Director Business Services); Rob Grierson (Deputy Head BHS); Ruth Gregory (Clerk).  
Alison Jones (SENCO KJS); Sue Wilson (SENCO BHS). Alison Kaye (Observer LA).

**Apologies:** Sam Meneeley

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	<b>Welcome and Introductions</b>	The Chair welcomed all to the meeting. A reminder was issued of the importance of confidentiality.

No.	Agenda Item	Detail/Questions/Comments
2	<b>Receive apologies and consider giving consent to absences</b>	<p>Apologies were received and consented to from Sam Meneeley. Leanne Hume was not present.</p> <p>The Chair informed the Governors that Emma Lonsdale had resigned due to work commitments. He thanked her for her contribution as a Governor, both at BHS and since joining the Federation.</p> <p>The Chair reported that LH had not attended a meeting of the Board since September. He had contacted her by email, but not yet had a response. He would seek to clarify by the next meeting whether she wished to stay on as a Governor to the Federation. <b>ACTION:</b> MD to contact LH</p> <p>The Chair recommended the Board review whether or when to recruit further governors at the September meeting. CS reported that attempts to enrol a staff governor had been unsuccessful but would go forward to September. <b>ACTION:</b> Review need for further governor recruitment</p> <p>Alison Kaye introduced herself – CFO for the Moorlands Educational Trust which covered Ilkley Grammar School and Skipton Academy, she is also a School Resource Management Advisor. She would be attending meetings of the Board and the Finance Committee until March 2023.</p>
3	<b>Approval of the Minutes of the meeting held on 19<sup>th</sup> May 2022</b>	<p>The previously circulated minutes of the meeting held on 19<sup>th</sup> May 2022 were agreed as a true record.</p>
4	<b>Matters arising from the minute</b>	<ul style="list-style-type: none"> <li>The BHS uniform policy has been updated and is for approval later in the meeting. KS is to clarify that school shoes can be by sports companies but must not be trainers. Skirts must be branded with the badge to maintain standards. If approved the changes will be introduced in September. The consultation between PD, RE, the staff and the School Council will take place in September. CS advised governors that King James's has brought in the option of trousers with the jumper and tie for September 2022. CS reminded the Governors of the lead in time for school suppliers and therefore any further decisions for 2023 will need to be implemented in the Autumn Term.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Quality of Education: IY and JH’s Governor visit report looking at Curriculum at KJS is self-explanatory and gives an overview of how the curriculum sets out the knowledge and skills students will gain (intent), as well as, to some extent, how it is taught (implementation). They were pleased to find that curriculum materials provide a fully transparent overview of each subject, along with a clear rationale and the learning journey. Subject leaders and staff they met could articulate the principles upon which the curriculum was built and how feedback processes inform teaching and other adjustments to ensure best impact on learning. A similar visit will take place at BHS next term. <b>ACTION:</b> IY/JH</li> <li>• Careers – RE directed Governors to her visit report which covered both KJS and BHS. BHS is further ahead on careers and has met the Quality in Careers standard. It is recognised that KJS has more work to do as a result of the difficulty in filling the careers manager role. However, it is intended to bring a new careers strategy to governors in the autumn and there is a 2 year development plan in place which has been reviewed by the LA Adviser. The KJS website and the Careers page have been updated recently.</li> </ul> <p>Question: Is the careers advisor shared between the schools? Response: Yes, BHS has one full day/week and Karen Morgan has had a positive impact at both schools.</p> <p>Question: Does she have the capacity? Response: Yes, she uses her time very efficiently and strategically. KJS Tutors are being trained in early signposting towards suitable careers.</p> <p>Question: Does she arrange work experience? Response: No, KJS does not have work experience opportunities for the whole school. We do support some individual work experience, post 16.</p>

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		<ul style="list-style-type: none"> <li>Archiving of material – this is in hand and will be carried out over the summer period. <b>ACTION:</b> JW</li> </ul>
8	<b>Annual SEND Reports</b>	<p>The SEND representatives from the schools gave an informed commentary to back up the reports provided. They voiced their concerns about the challenges faced as a result of the difficulties with TA recruitment. There are only 12 TA members of staff at KJS and there are 35 students with major needs and 193 children requiring support across the school. KJS are operating with about 75% of TA capacity. Several rounds of recruitment and incentives have met with limited success. Both schools have a legal obligation to meet the needs set out in EHCPs for students. But the schools are increasingly being directed by the LA to accept children with high need EHCPs in mainstream as there is a lack of special school places in the county, even though the schools have said they cannot meet need. This is proving a significant challenge.</p> <p>Question: Are there behavioural problems in the classes as a result of the impact of SEND pupils? Response: In some cases, the school environment is often not suitable for some pupils with autism and ADHD. These pupils are prioritised for TA support, but there are several pupils who have a special school place pending but are waiting over a year for a place to become available.</p> <p>Question: Is the number of students increasing? Response: Yes, massively and the severity of the needs for SEMH students is increasing as is the number of pupils with ASD. The cost per day for a student needing help is £200, a child under band 4 receives £1300 per year.</p> <p>Question: What is the highest banding in schools? Response: Band 9 is the highest standard banding in schools (Band 10 is for those with very specific tailored package of needs). KJS and BHS have students in band 8.</p> <p>Question: Is there anything the Governors should be doing to help and support?</p>

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		<p>Response: Ensuring that schools continue to articulate back to the LA their concerns and worries about the current situation. The schools recognise their legal responsibilities and are doing their best for the students. There are case studies which can be shown if required.</p> <p>Teachers are continuously trained to improve the quality of wave one teaching they give. The increasing numbers of students with additional needs requiring 1:1 time with a TA for a short period results in the TA being taken out of the mainstream school which affects all students.</p> <p>Question: What is being done to recruit TA's?  Response: JW has introduced a number of incentives to encourage recruitment but there has been minimal response. An 8% retention allowance was applied to all teaching assistant roles at KJS. Additional capacity to support the GTA Team was created by upskilling and recruiting Advanced Teaching Assistants. Senior Advanced Teaching Assistants along with a non-teaching assistant SENCO. A new SEMH provision will commence in September.</p> <p>BHS is unable to offer incentives but has managed to recruit two TA's. With 5 students with EHCPs for September, further recruitment may be required. The increased number of students whose EHCPs suggest they need specialist provision does have an impact on the health and wellbeing of staff.</p> <p>JH suggested a letter of concern be sent to the LA – IY asked if this could be done by 21.07.22 when there was a schools forum meeting when this could be discussed. <b>ACTION:</b> AJ to draft letter for MD</p> <p>AJ wanted the Governors to understand that the pressure around SEND is one of resource and a small number of pupils needing special school places. AJ explained the value that the vast majority of SEND children bring to the schools.  The interaction between them working alongside other children is immeasurable and they enrich the education of children and the staff who help them.</p> <p>She also thanked the Governors for their continued support to the SEND teams in the schools.</p>

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5	<b>Finance Update:</b>	<p>JW asked if there were any questions about the minutes of the Finance Committee from the 14<sup>th</sup> June previously circulated.</p> <p>JW expressed concerns over the proposed energy increases tabled in the paper previously circulated as these were budgeted at 60% in line with LA and Broker recommendation. The increase level could not be predicted; gas had risen by 402% and electricity by 115%. The report prepared for the meeting explained the implications utility rises would have for both schools. (Increase of £183.1K KJS and £73.5K BHS) KJS has cancelled 2 capital projects planned for the summer and BHS recovery plan will be affected though some savings would be made due to difficult recruitment environment.</p> <p>Question: What capital projects have been cancelled?  Response: The meeting rooms and new tables and chairs for classrooms to go with refurbishment.</p> <p>At BHS savings of over £40k required to cover utilities after known savings to date.</p> <p>Observation: This is impacting across the whole sector. There is no cap as in domestic usage.  Question: Would this be funded?  Response: We are not expecting financial support for increased energy costs. A full review in December will be required if the situation remains unchanged. This position was supported by Governors.</p> <p>A Finance Update and BHS Recovery Report was considered by Governors.</p>

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		<p>Utilities will have a knock-on effect on BHS recovery plan. The budget has been set, but not taking into account the rate of inflation running at 9.1%. There will need to be some remodelling for next year.</p> <p>Food costs inflation has been addressed by changing food suppliers without compromising the quality.</p> <p>Question: Are the menus being re-vamped?  Response: From September but there will be a price increase keeping in line with the national price of free school meals. The meal deal will be revamped and not include all drinks options (if any). We will increase the notional FSM allowance to ensure students are not disadvantaged.</p> <p>Wage inflation is covered in the report. This will be affected by any future wage settlements for teachers. It is budgeted at 3% and anything above without an increased grant settlement would result in increased cost savings.</p> <p>Question: BHS Recovery Plan: The failure to recruit a site manager is obviously a temporary saving. Can we hold until September?  Response: Agreed.  There is an opportunity to look at possible changes to the BHS leadership team, a report will be brought to a future meeting.</p> <p>Question: What is the impact of not having a site manager?  Response: The day-to-day maintenance and upkeep of the school buildings is affected but resources are being diverted across the federation to cope. It is manageable until September. It will be helpful in September that the minibus will not be required to travel to KJS as often.</p>
6	<b>Safeguarding Update</b>	SM had submitted a report covering both schools.

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		<ul style="list-style-type: none"> <li>• It was agreed that the Safeguarding annual report for both schools would be submitted to Governors in the spring term in line with the biannual report.</li> <li>• The Child Protection Policy is due to be updated by October.</li> <li>• An update will be presented by HH/TGW in November and then any further updates will be reported back at each FGB meeting.</li> </ul> <p>It was agreed that an annual training session would be advisable for Governors followed by continuous training to keep up with frequent updates.</p> <p><b>ACTION:</b> An hour's safeguarding training session to be arranged.</p>
7	<b>School Development Plans update and RAG rating</b>	<p>Detailed reports and RAG ratings were made available for both schools and were self-explanatory.</p> <p>BHS has shown much progress throughout the school, and this is continuing and will be covered later in the Ofsted update.</p> <p>Question: There does not seem to have been much progress in the community area?  Response: This has inevitably been impacted by Covid. However, more events are now taking place and the school will look to take an active role. It is hoped to have activity in the autumn term to mark the school's 40<sup>th</sup> anniversary. There has been a great deal of engagement with the Boroughbridge Town Council, not least due to the changes to the Sixth Form. Whilst the circumstances were difficult, it has actually created a good opportunity to build links and the Town Council now has a committee to help build a stronger working relationship with the school. The partnership with Boroughbridge Library has seen an increase in reading.</p> <p>KJS: The Leadership team has been stretched but progress with the plan is better than expected after Covid. CS feels that we have shown quite a bit of improvement in some key areas such as student leadership, the development of careers and the work around the delivery of the curriculum. Careers has a separate development plan.</p>



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		<p>The main themes in this plan will continue into 2022/23. They will be developed over the summer and presented to governors for consideration in September.</p> <p>Question: Are there opportunities for shared actions across the schools in the plans? Response: Yes, in operational matters and going forward HoD's will meet regularly and there will be a more inter-disciplinary approach.</p> <p>Both plans show huge amounts of progress in the last 12 months, despite Covid. There is minimal orange/red shown on the reports.</p>
9	<b>Attendance, behaviour and exclusions data</b>	<p>This has been covered greatly in past meetings. The LA Adviser's last two visit reports for BHS had been circulated and demonstrated that the school is moving forwards. For instance, adverse behaviour incidents were noted to have fallen from 100 to 45 showing a good measure of progress.</p> <p>. Ce. Both schools will make the most of link Governors and reports that are fed back</p>
10	<b>Business Services update: General, H &amp;S and HR</b>	<p>A full report was presented.</p> <p>Staffing shortage is still an issue, skills shortage may give rise to a potential pay increase.</p> <p>Covid variants 4/5 are increasing in the Harrogate area and as a result there are no agency staff available.</p> <p>BHS has had two staff applying for voluntary redundancy and the school is looking further at restructuring the staff model.</p>
11	<b>BHS Ofsted action plan update.</b>	<p>Progress continues to be made in all areas of the plan. A detailed report following advisor reports from May and June visits and the pastoral report supported this.</p> <p>The school has changed the way of giving rewards which has had a positive effect.</p> <p>Paper reports have been introduced for some students.</p>

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		<p>Weekly pastoral meetings are now held where staff are updated on the strategies which have been put in place for key students. This update is having a positive impact on the wellbeing of staff.</p> <p>Curriculum Progression Maps can now be accessed on the website and parents have been alerted to this. Retrieval practice is being embedded across the school with the consistent use of retrieval grids.</p> <p>The school is working towards more interaction face to face with parents and information evenings for parents of all year groups.</p> <p>Question: Could a visit by JH and IY result in information about the curriculum being shared with the parents?  Response: Yes, potentially a visit in September would be advantageous as the children will be working to the curriculum.</p>
12	<b>Governance:</b>	<p>Visit Reports: The Governor and LA Adviser visit reports had been discussed earlier in the agenda.</p> <p>Skills Audit Analysis: The results were largely graded at level 4 and showed the depth of experience the Governors bring to the schools. The main issue raised was Safeguarding and as discussed earlier more training would be arranged. The comments included by governors had not yet been analysed and these will be discussed in September. <b>ACTION:</b> MD/RG</p> <p>Governors' Annual Report: It had been the practice in the past at KJS for governors to publish an annual report. This had not been the case at BHS. The Chair asked for governors' views on whether this Board wished to publish an annual report.  Question: Is this Statutory?  Response: No, it basically pulls together how many times the governors meet, which is shown</p>

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		in the minutes for the meetings, and highlights the key areas governors have focused on over the course of the year. After discussion it was agreed that, given all minutes are published on the school websites, there was no need for an annual report.
13	<b>Policies for Approval</b>	Policies Approved: (Subject to minor changes which were noted for the Behaviour for Learning Policy) <ul style="list-style-type: none"> <li>• Attendance Policy BHS</li> <li>• Attendance Policy KJS</li> <li>• Uniform Policy BHS</li> <li>• Behaviour for Learning Policy</li> </ul>
14	<b>Schedule of Meetings Approval</b>	The schedule of meetings for 2022/23 was approved and the clerk would send out the listing to all the Governors. <b>ACTION:</b> RG
		CS, RG and AK left the meeting at 19.50.
15	<b>KJS Headteacher</b>	An additional item relating to CS's decision to retire as KJS Headteacher was discussed by the Board and is recorded in a separate confidential minute.
16	<b>Correspondence</b>	None
17	<b>AOB</b>	There were no other items of business
18	<b>Date of next meeting</b>	Future meeting Thursday 22 <sup>nd</sup> September 2022 6.00pm BHS

The meeting closed at 20.10 hours.

Signed ..... Malcolm Dawson (Chair) Dated.....

**ACTIONS ARISING FROM MEETING :**

<b>MD</b>	Contact Leanne Hume re attendance at meetings
<b>MD/CS/KS</b>	Review the need to recruit additional governors to the Board in September
<b>JW</b>	Archiving of material over summer
<b>MD/AJ</b>	Draft letter of concern to be drafted to send to the LA re SEND funding
<b>SM/TGW/HH</b>	Safeguarding training for Governors to be arranged for the autumn
<b>JH/IY</b>	Governor curriculum visit to BHS in September
<b>MD/RG</b>	Skills Audit comments to be addressed in September
<b>RG</b>	Send out meetings schedule 22/23 to Governors