



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

**Present:** John Heap (Vice Chair); Pat Dunnill; Rebecca Evans; Andrew Howard; Sam Meneely; Sarah Tabor; Andrew Town; Ian Yapp; Kathryn Stephenson (Head BHS); Carl Sugden (Head KJS).

**In attendance:** Justin Waters (Director Business Services); Ruth Gregory (Clerk).  
Sarah Bloomfield (Associate Assistant Head BHS); Alison Kaye (Observer LA).

**Apologies:** Malcolm Dawson, Richard Ebdon and Brian Horner

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 Vice 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>	Apologies were received and consented to from Malcolm Dawson, Richard Ebdon and Brian Horner. Leanne Hume and Robert Whitehead have resigned.
3	<b>Election of Chair and Vice Chair of the Federation Governing Board 2022/2023</b>	Malcolm Dawson had informed the clerk that he was willing to continue as Chairman of the Board and John Heap informed the meeting that he was willing to continue as Vice Chairman. The Board supported MD and JH to continue as Chair and Vice as this would give continuity for both schools. MD has also had considerable experience of recruiting a Headteacher.
4	<b>Declaration of interests, pecuniary or non-pecuniary, for any agenda item</b>	IY asked if any consideration was required regarding the education white paper and asked the Board if they thought there might be a conflict of interest. The Board thought not as it would strengthen knowledge and the position of the Chair.
5	<b>Consideration of confidential items to be excluded from the publicly available minutes</b>	None
6	<b>Notification of any other business</b>	None
7	<b>Approval of the minutes of the FGB meeting held on 6<sup>th</sup> July 2022</b>	The previously circulated minutes from the meeting held on 6 <sup>th</sup> July 2022 were agreed as a true record.

No.	Agenda Item	Detail/Questions/Comments
8	<b>Matters Arising from the Minutes not covered elsewhere on agenda</b>	<p>The Board was informed that due to other commitments Robert Whitehead had resigned from the Board and the Finance Executive Committee. JH said that this would be a great loss as he had brought a great deal of accountancy experience to the meetings and also support to JW over the years. Andrew Howard declared his willingness to join the group to replace Rob. The Board was supportive of Andy becoming a member. The new Chair of the group will be confirmed at the next finance meeting.</p> <p>Safeguarding: Governors had completed Prevent training and mandatory training was ongoing. Safer recruitment training certificates can be sent to JW.</p> <p>JH and IY would be visiting BHS to assess the curriculum being followed on Wednesday 28<sup>th</sup> September.</p> <p>JW reported that archiving was ongoing and would be for a considerable time.</p> <p>CS had written to the LA with case studies outlining the shortcomings in SEND provision. IY indicated that there was an upcoming meeting to discuss high needs funding.</p> <p>Governors' skills audits completed. A review of comments will be carried forward to the next meeting.</p>
9	<b>Terms of Reference and Committees</b>	<p>These were confirmed by the Board to continue with the Board as it stands.</p> <p>The Board is short of 1 staff governor and 1 parent governor. There are also 2 co-opted vacancies</p> <p>The Finance Committee will continue and as previously mentioned a new Chair will be voted for at the next meeting on 15<sup>th</sup> November.</p>
10	<b>Review and agree Code of Conduct and FGB Standing Orders</b>	<p>These are unchanged and the code of conduct follows the NGA model.</p> <p>Agreed</p> <p>Standing Orders were agreed.</p>

No.	Agenda Item	Detail/Questions/Comments
11	<b>Updates to the Register of Interests</b>	The register was updated in June 2022
12	<b>Confirmation of Governors with Specific Responsibilities (See current list of Lead Governors)</b>	The Governors agreed that they would continue with their present responsibilities. SM is happy to continue with the safeguarding role but another governor will be required. The current list of Lead Governors is shown on the website.
23	<b>Finance</b>	<p>JW asked if there were any questions about the minutes of the Finance Committee meeting from 13<sup>th</sup> September.</p> <p>Period 5 was covered, and JW stated that both schools were ahead of profile.</p> <p>The forecast position was discussed and the board were informed of the pressures of the cost of living, higher than expected cost of living salary increases, significant energy costs pressures, food inflation at 10-14% and inflation overall.</p> <p>The government announcement about energy costs results in a 30% electricity and 25% gas reductions based on current unit level which should translate savings of £75K for KJS and £25K for BHS. This would be firmed up in forecast 2.</p> <p>Question: Were the figures adjusted for the worst-case scenario before government help?  Response: Yes. The figures included all known cost increase for periods 1-4 at that point showing KJS with a £27.5K deficit and BHS £1.8K surplus. KJS efficiency is vital for controlling electricity costs. The position is a little more positive in year with the support.</p> <p>BHS should benefit greatly from the new boilers. Utilities will have a knock-on effect on BHS recovery plan. The figures shown will be very dependent on the winter temperatures.</p> <p>BHS is currently ahead of the agreed recovery strategy by £18.1K at Forecast 1 Period 4</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>Question: How will the pay settlements affect the forecasts?  Response: Wage inflation is covered in detail in the report. This will be affected by any future wage settlements for teachers. 3% increase were built in the budget from the pay boards but this increased significantly. Back dated pay is built into the forecast. Some key positions still unfilled which results in savings. Clearly the ongoing nature of the negotiations remains a concern.</p> <p>JW asked the Governors if they found his one page summary of finances helpful.  They unanimously agreed that the summaries were vital in understanding the current positions of the school when looking at the reports.</p>
13	<b>Safeguarding</b>	<p>SM had produced reports for the meeting and explained in more detail the findings. She had a meeting with Helen Handley the following week. At the moment the two schools run a different calendar year for their reports, it is hoped to align BHS and KJS so the reports are more valuable. KS stated that BHS and KJS now have the monthly update which is shared with safeguarding governors to discuss the summarising of the evidence of the monitoring. SM felt that through documentation and communication there was a great improvement in reporting safeguarding to governors.</p> <p>Question: Does HH and TGW not come in to report to the board?  Response: At the moment twice per year this is beneficial when the audits come in.  Question: In future would it not be advisable to come when the annual report is in  Response: No, the monthly reports show current data and not based on historic figures. These figures do not show the contentious issues. In the autumn term the academic year history changes the flight path with staff and curriculum, but by November staff safeguarding training will be completed.</p> <p>HH and Tina Godsell-Wright are fulfilling their responsibilities and have a monthly zoom meeting with SM so that questions can be answered. At disciplinary meetings parents and pupils are grateful for support from them.</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>PHSE is reviewed regularly and wellbeing in mind and mental health of pupils is discussed. Staff issues of well-being are also noted and discussed.</p> <p>2 additional DSL have been trained at KJS to take some of the pressure off HH.</p> <p>KCSiE needs to be completed by all Governors and forms returned to CS who will check them and hold centrally. It was agreed that any certificates for Prevent and Safer Recruitment should be e mailed across to CS.</p>
14	<p><b>Headteachers Verbal report on school re-opening and any other matters.</b></p>	<p>KS reported that the new staff, both teaching and non-teaching, had resulted in re-energising the school. She was taking this opportunity to reinforce standards throughout the school. Assemblies and parents' evenings were proving beneficial. The vast majority of students had had a good Summer and were happy on their return. For the small number of children who have much more complex lives outside of school the DSL and Pastoral Team have been during the Summer and on our return communicating with parents, outside agencies and students to ensure that we have all of the relevant information to support them to have a positive start to the Autumn Term.</p> <p>Question: Have there been any incidents of Covid. Response: Only 1 student to date.</p> <p>CS reported that staff turnover had been low in the 'Covid years' but a number of new staff were settling in. Parent expectation evenings had been well attended and these were used to push key messages from the school to parents and pupils especially about social media and the use of phones.</p> <p>There has been strong recruitment to the sixth form. In other years we are up to PAN and the school roll is as high as it has been for some time.</p> <p>Although overall attendance is good, the persistent absenteeism rate amongst the disadvantaged is still a priority. .</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>There had been a ripple of controversy over the new toilets but generally they have been well accepted. It has eradicated vandalism and because of the more open layout.</p> <p>There has been one continuous case of Covid amongst the staff on return to school taking the number to four cases. It will be interesting to monitor staff absences due to illness over the winter.</p> <p>Question: Is this saving money?</p> <p>Response: Yes, as we have been unable to recruit cover staff.</p>
15	<p><b>Report on student exam outcome for Summer2022 and on student destinations.</b></p>	<p>KS and SB reported on BHS results – Key stage 5 had only 7 pupils and they obtained a number of A stars; all were going on to university. This year group, as part of the Federation, studied some of their subjects at King James School.</p> <p>Key Stage 4 figures are affected by the Stage not Age approach so the two results, obtained by Year 11 students at the end of Year 10 will not be included in external results The basics are in line with 2018. The cohort is significantly different to 2019. In 2019 there were 11 prior lower attainers and in 2022 there are 30.</p> <p>It will be important that we explain this externally i.e. to parents and Ofsted.</p> <p>Question: Is the EBacc figure of 2.2% correct?</p> <p>Response: There were only 15 children over 2 years studying Language and Humanities but it is covered in different years. EBacc nationally averages 36.5% but these fluctuate year on year. EBacc is discussed at Options evening, guided choices signpost an EBacc curriculum and all students have access to it.</p> <p>Action points: Governor's statement regarding the approach to EBacc should be shared during an Ofsted Inspection.</p> <p>In the current year 10 30% of students are taking French.</p> <p>Question: Is this because Spanish is not on the curriculum?</p> <p>Response: This year GCSE Spanish is the last year because the class was only 10/12 students. So we are now focussing on French. The school has been actively encouraging French, history and geography. Year 11 did not have a high uptake of Spanish because of the cohort.</p> <p>Progress is unvalidated at October but will be in January.</p> <p>Question: Can Ofsted use unvalidated figures?</p> <p>Response: No, but by November there will be an IDSR report.</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>Question: In the Basic 5-9 figures what are the male: female ratio?  Response: In Maths 48.1% of girls gained 5-9 and 35.1% of boys. Due to Covid more students were entered at the foundation level.</p> <p>CS went through the detailed exam reports provided for GCSE and A Level. He reported that at KJS A level results were strong.</p> <p>Question: To what extent do grades lead to quality destinations?  Response: Out of 114 applications 100 have firm places. Some students wanted to take up apprenticeships or are taking a gap year.</p> <p>It has been a difficult year following 20/21 when the grades were teacher assessed.  In further maths there were only 5 pupils. Chemistry results were affected by staff changes. With those two exceptions the A Level subjects performed well.  Pupils were not used to exams because there had been no GCSE's sat by their cohort.</p> <p>GCSE results were generally as expected, progress is in line with national and charted on SISRA. English results though were very good with the most positive P8. Disadvantaged students are not performing as well as their non disadvantaged peers, but the gap is not widening, work is ongoing to improve this.</p> <p>Disadvantaged cohorts vary from year to year, in the 2022 cohort there were 28 pupils who had high needs and were academically weak.</p> <p>Question: How robust is tracking and do the results mirror the tracking?  Response: The forecasts were accurate, the targets were not because there has been too much turbulence in the national dataset.</p> <p>BHS felt that there were few surprises in the accuracy of their forecasting.</p> <p>Comment: BHS appreciated that although BHS A level results had been shared with KJS, individual teachers contacted BHS to see how they'd done.</p>



No.	Agenda Item	Detail/Questions/Comments
16	<b>Confirmation of PAN for each School</b>	<p>KJS: The PAN remains unchanged the school is full;</p> <p>Question: Does this mean that the school cannot take in managed moves? Response: It helps that the school is full, but admissions still send pupils to our school.</p> <p>BHS: The PAN is 128 for every year group but some year groups cannot take this number due to classroom sizes. Year 10 has 96 children who are in 3 groups. Year 8 has 107v which means we have reached a limit regarding H &amp; S limits in practical subjects. Year 9 has 72 pupils which puts pressure on PE and currently we have 101 pupils in Year 7 and have the capacity to take more. PAN numbers require reductions because of staffing levels. Question: Is the PAN for year 9 still 128? Response: Yes, because the meeting with County regarding the PAN and future demographics of the catchment suggested that the school population is likely to stabilise at around 100 -110. Whilst this isn't a particularly cost efficient size, a stability in numbers will support future planning. Question: If in the next two years it is 100 again will the staff capacity be increased? Response: Yes, we are likely to need increased staffing but it is likely that we can do this by increasing hours for staff who are on variable contracts.</p>
17	<b>Ofsted action plan update</b>	<p>The Parent's Expectations' Evenings have covered all aspects of the Action Points from Ofsted so that parents are both informed of actions taken and impact but also so that they had the opportunity to ask questions directly. This should support the communication with parents Action Point. The Governor curriculum visits will also support priorities. Actions taken in spring and summer are now showing results.</p> <p>Comment: The Ofsted recovery report was appreciated by the Governors as it was clear and easy to read.</p>

No.	Agenda Item	Detail/Questions/Comments
18	<b>School Development Plan KJS</b>	<p>Items from the last academic year have been carried over to this year. The plan is available on Its Learning focus this year will be on memory and embedding capacity. Independent learning at KS 3 and interdisciplinary learning going forward into KS 4 and 5 encouraging connection between subjects. Data will be used to provide informed assessments. The core values of Ready, Respectful and Engaged will be encouraged throughout the school.</p> <p>The Governance Board wanted to evidence that the plan is on course.</p> <p>Question: What about attendance and the persistent absenteeism?</p> <p>Response: Progress is being made and CS will add more factors to the plan.</p> <p>Question: Is there internal truancy?</p> <p>Response: In a very small area and is being addressed.</p> <p>Question: Could the Governors have a strategy day?</p> <p>Response: This would be a useful exercise.</p> <p>This is phase 2 of a 2 year plan and leads the Federation into moving forward.</p> <p>The BHS Plan has been circulated and will be discussed at the next meeting</p>
19	<b>Whistleblowing Complaint at BHS</b>	<p>IY reported that he had received a complaint and had investigated meeting with all parties concerned. He concluded that neither allegation was upheld but made some recommendations. He felt it had been a worthwhile exercise.</p> <p>Question: Did the complainant indicate any degree of satisfaction?</p> <p>Response: They may have done to MD.</p> <p>Question: Can it be taken any further?</p> <p>Response: Yes, if the complainant is not satisfied.</p> <p>SM had suggested that it fell under the Whistleblowing Policy and it was agreed that that was the right course of action if discussions had already taken place in school.</p>
20	<b>Recruitment of KJS Headteacher</b>	<p>The Board were given a very comprehensive report prepared by MD to be a basis for discussion. He covered the meeting held the previous evening with some of the Governors.</p> <p>He outlined the questions the Board should consider and agree to.</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>CS was prepared to stay at the school until Easter but on a part-time basis after Christmas. The Board agreed to this, and that Paul McIntosh (PM) would run the school with CS until Easter. . Due to increased workload during the Autumn term, it was proposed that PM would receive a payment of £1000 for the extra responsibility, this would be done by moving PM 1 point above the normal range for a fixed period of time. KJS had used this mechanism previously for acting up and the gap between Headteacher and Deputy Leadership spinal points were sufficient. The Board agreed to CS working and being paid for 3 days a week and PM would cover the other 2 as an Acting Head. CS will remain Head for DfE LA and Ofsted purposes. The Board agreed that no further process is required to appoint PM as Acting Headteacher having accepted a HR recommendation. The board confirmed to make the offer to PM at the bottom of the Headteacher range.</p> <p>The recruitment strategy was discussed, JH outlined the package to the Board who agreed to engaging NYCC Recruitment Solutions Advanced package (allowing the Executive Search to be used if necessary)</p> <p>An advert would be placed mid-October with a closing date of mid-November and selection days early in December. Conclusion of the process to be by the end of December.</p> <p>Question: Does this allow enough time?</p> <p>Response: Yes, it does. It allows for a 4 month/1 terms resignation period so that a new Headteacher could start in April 2023 The Board agreed to this timetable.</p> <p>A recruitment panel was then discussed the governors who had attended the recruitment meeting previously all volunteered to make up the panel. MD was prepared to lead the panel. SM volunteered to be a standby for the panel having previous experience on a recruitment panel for KJS. JH informed the governors that anyone interested on being on the panel should e mail MD. The board agreed that the recruitment panel could make the decision to use the Executive Search if they deemed it necessary.</p> <p>Question: Is there a national shortage of Headteachers?</p> <p>Response: Not really, the growth of MAT who use their own leadership affects the candidates available.</p>

No.	Agenda Item	Detail/Questions/Comments
		<p>Question: How attractive is a stand-alone LA school?  Response: There would almost certainly be interest from senior leads in academies wanting to return to a non-academy school.</p> <p>The board discussed the implication of being federated and whether an executive Headteacher should be considered for the position. It was agreed that with only two schools in the federation it was not large enough to employ an executive head at this time and continuity in the running of the schools was paramount with Ofsted inspections in the near future.</p> <p>The board agreed that the recruitment panel with the assistance of the NYCC would draw up the criteria required for the position.</p> <p>JW had looked into the benchmark report for Headteachers salary level which considers the type of school, number of pupils, area and other relevant information and this would be shared at a later date.</p> <p>Question: Who has to approve a pay policy?  Response: FGB but the terms of reference for governance will need checking.</p>
21	<b>Feedback from LA Seminar</b>	Carried forward to next meeting.
22	<b>Business Services Update</b>	<p>It was proposed the Health and Safety committee meet in November, March and July. PD BH and JW attended and reported issues back to the Board from previous meetings.</p> <p>There has been a busy maintenance programme over the summer break, but capital expenditure was scaled back because of the economic climate. A cleaning programme was undertaken using seasonal staff and KJS were able to support BHS.</p> <p>In the period July – September a total of 27 staff have been recruited – KJS is now fully staffed with TA's and now has 100 hours of cleaning staff. There are still some recruitment difficulties at both schools, site roles are difficult to fill.</p>

No.	Agenda Item	Detail/Questions/Comments
23	Finance	See previous report above.
24	Policies for Approval	<p>Policies Approved:</p> <ul style="list-style-type: none"> <li>• Managing Serial Complaints KJS</li> <li>• General Complaints KJS</li> <li>• Child Protection Policy KJS</li> <li>• Suicide Ideation KJS</li> <li>• Self-Harm KJS</li> <li>• Health and Safety KJS</li> <li>• Health and Safety BHS</li> <li>• Supporting Students with Medical Conditions Fed.</li> <li>• Appraisal Policy Federation</li> <li>• School Suspension-Exclusion BHS</li> <li>• Fair Access Protocol BHS</li> <li>• Students with Health Needs who cannot attend school BHS</li> </ul> <p>Question: Is it not possible to combine policies for both schools?  Response: The policies arise at different times throughout the year.  Question: Should they not be Federation policies?  Response: There are some difficulties not all policies have the same procedures, we are trying to federate wherever possible.  It would be useful to combine a complaints procedure with the Governing Boards involvement.  Although both schools are currently following the DfE Model Complaints Procedure.</p>
25	Correspondence	None
26	AOB	There were no other items of business

No.	Agenda Item	Detail/Questions/Comments
27	Date of next meeting	Future meeting Thursday November 17th

The meeting closed at 20.10 hours.

Signed .....  ..... John Heap (Vice Chair) Dated.....17-11-22.....

**ACTIONS ARISING FROM MEETING :**

<b>MD/CS/KS</b>	Start seeking Governors for election/co-option
<b>CS</b>	Governors Strategy day to be considered.
<b>RG</b>	Terms of reference for governance to be checked
<b>MD</b>	Feedback from LA Seminar
<b>MD</b>	Skills Audit comments to be addressed in November