



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL
Minutes of Meeting of the Federation Governing Body
26th January 2023 at Boroughbridge High School

Present: Malcolm Dawson (Chair); John Heap (Vice Chair); Brian Horner; Pat Dunnill; Richard Ebdon; 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); R Grierson(Deputy Headteacher); Ruth Gregory (Clerk).

Apologies: Alison Kaye (Observer LA).

Q: Question A: Answer

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.

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2	Receive apologies and consider giving consent to absences	Apologies were received and consented to from Alison Kaye. It was reported by the Chair that Richard Ebdon had resigned from the Board on 13 th December due to work commitments. The Chair had thanked Richard, on the Board's behalf, for his contribution to both the King James's School and Federation Boards.
3	Declaration of interests, pecuniary or non-pecuniary, for any agenda item	None
4	Consideration of confidential items to be excluded from the publicly available minutes	None
5	Notification of any other business	None
6	Approval of the minutes of the FGB meeting held on 22nd September 2022	The previously circulated minutes from the meeting held on 17 th November 2022 were agreed as a true record.
	Governance Matters	
8	KJS Headteacher Recruitment	The new Head has been appointed following a thorough recruitment process. The role had attracted a very strong field. Clare Martin was the successful candidate and she will start on the 17 th April. CS will be having handover meetings on the 9 th and 22 nd February with Clare.
9	Ofsted Feedback KJS	The report from Ofsted for King James's School had been received during the afternoon and it was a strong report which reflected the school well. CS explained that there was nothing that he felt needed amending in the report. The inspection remains open until the report is published. The report captures the ethos of the

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		<p>school and the feedback from the 3 inspectors was that the quality of education was very strong. The two areas for improvement are careers and support for the weakest readers, both of which are already covered in the school's development plan.</p> <p>Q: When the report is finalised will the school write to the parents and notify the press? A: Yes, the parents will be notified, and the press could be informed.</p> <p>Q: As there was a comment about the weakest readers, should the school be working with primaries to improve this so that valuable time in Year 7 was not taken assessing reading gaps. A: Yes, although there are 36 primaries in the catchment area to work with, so we would need to prioritise.</p> <p>It was noted that the report states that the school has a strong group of Governors.</p> <p>CS commented that his team had done a fantastic job and the good outcome was well deserved.</p>
		<p>School Business</p>
10	<p>Business Services Update</p>	<p>General, Health & Safety, Staffing/HR</p> <p>JW reported on the schools' plans for coping with the upcoming strike action. BHS was expecting to open fully with minimal disruption anticipated. KJS would be open for year 11 and the 6th form. It was anticipated that there would be a picket line outside the school; it was unknown how staff would feel about crossing the picket line.</p> <p>Q: Will the children not in school be catered for? A: Yes, there are difficulties in that staff not striking cannot be expected to provide resources for classes to cover the timetable for those out on strike. As much online work as possible will be provided.</p> <p>Q: Will those years not in school be able to get Free School Meals? A: This will not be possible due to the areas the children come from; many are not in walking distance of the school.</p> <p>JW covered the HR report previously circulated – the new North Yorkshire council will be operational from</p>

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		<p>April 1st 2023. Under this associate staff contracts will give employees new holiday rights - 28 days rising to 34 when over 5 years employed by the council. This additional holiday allowance will have to be factored into the budget for all support staff and is higher than previously communicated.</p> <p>H & S – An evaluation of lighting is underway to determine the optimum return on investment against funding released for energy support. The collapsed drain before Christmas was repaired by the local authority, after representations, at a cost of circa £56K. Legionella repair work is also underway and supported by the LA. Currently work is underway at KJS and is scheduled at BHS during the February half-term. Roof repairs at BHS will also be done during half-term. There has been some wind damage during the recent storms and there has been some damage to the fire doors at KJS. There is asbestos in the basement which will need encasing. Staff from KJS will carry out a deep clean at BHS in February. No further questions were asked on the tabled report.</p> <p>KJS has dropped one of the four service areas which has allowed for 2 more hot choices on the menu. The catering department will also be providing breakfasts before half term. This is an experiment in January which has already seen an increase in sales. Behaviour during the trial is being closely monitored. It is hoped that the increase in sales will soon show a surplus as at BHS which is £9.6K</p> <p>Microsoft is withdrawing support of Windows 10 by October 2025. Most school computers are more than three years old and will not be able to run with Windows 11. This will obviously require a capital investment. It is anticipated that the server hardware at BHS will move to Hyper V which is used at KJS. Increased licensing costs for software are likely to put 5-7% on the IT line going forward.</p>
11	Finance Update	<p>JW gave a brief summary of the reports available on Its Learning and figures discussed at the executive finance meeting.</p> <p>At Forecast 2 at period 7 BHS has an operating profit of £8.5K and forecasting a £22.2K surplus for 2023/24. This would give £47K above the agreed recovery plan. This may be more limited due to increased agency costs.</p> <p>KJS forecast deficit at Period 7 is £210k of which £165K was ringfenced for capital expenditure. The forecast deficit for 2023/24 based on the current management plan will be a deficit of £199.2K. The</p>

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		<p>executive finance committee agreed that a saving between £170-200K should be made in 2023. Savings of no less than £105K will be required to avoid a cumulative deficit position.</p> <p>Expected variations to the budget figures include inflation which has not been factored in at 10%, the teaching pay settlement figure, energy costs and the rise in catering goods costs.</p> <p>KJS finances would need to consider 12 matrixes.</p> <p>The main areas for possible savings were discussed including management structures, curriculum review, key stage 3 and 4 interventions and catering opportunities.</p> <p>JW explained the planned timetable: a) January - a cost-saving target of £170-200K – agreed. c) End of February agree on restructuring and consequent areas of cost saving. d) End of February agree on the Leadership structure. e) April-May recruit to new Leadership structure to commence in September. f) April-July build the new timetable.</p> <p>JW thanked BH for his time and help in considering the checklist for the SFVS which considers how the finances are run. It is the Governors' responsibility to agree the SFVS report and sign it off. BH stated that he was confident that the SFVS was a true reflection of the position of the finances at the two schools and how they are presented at governor meetings.</p> <p>The board were asked if they agreed to the SFVS being signed off – they were unanimous in agreeing to the SFVS being signed off.</p>
12	Safeguarding Update	<p>SM reported back on her meeting with TG-W to discuss the Bromcom system in use at BHS. SM had been impressed with the amount of data that could be drawn from the system. She commented on how strong TG-W is at communication on both student and staff issues. SM will look at PHSE at BHS and the contextual aspect of where the school sits.</p> <p>TG-W is using pastoral managers to attend some meetings due to the amount of work involved. The main issue after Christmas is the increase of children in crisis.</p>

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		<p>The safeguarding audit was not released until December, both T G-W and HH are working on the report and will meet before the next FGB meeting and will report back in March. The safeguarding leads are having fortnightly meetings with early help and several recommendations are already in place at the schools; referral numbers may change in the next report. SM is attending a day in February concerning Early Help.</p> <p>Q: How many children self-harm at the schools, and do the numbers in the analysis potentially reflect the same children repeatedly self-harming?</p> <p>A: At KJS it is a small number, and they are often the same children – the staff are good at identifying the incidents.</p> <p>Q: Are the child-on-child incidents bullying?</p> <p>A: Yes, 3 at KJS and 21 at BHS. Higher at BHS as all incidents are recorded as perceived bullying until investigated further. KJS also logs perceived bullying but then confirms this as peer-on-peer abuse where appropriate.</p> <p>Q: Is the reporting structure used the same in the schools?</p> <p>A: Yes, BHS number is high as it is a small school and anything that occurs in Boroughbridge town tends to affect the majority of the children.</p> <p>Q: How can we ensure that BHS has the capacity to deal with incidents and attendance at the school?</p> <p>A: Ideally more staff are needed but financially this is not possible.</p> <p>It is impossible to compare the two schools because their demographics are so different. The schools are having fortnightly meetings with Early Help support. T G-W is sourcing outside help from different agencies. A counsellor can see 5/6 students a day. Year 11 at BHS are mentored by staff who are responsible for 2 students each.</p> <p>Q: Would community mentors help?</p> <p>A: It is difficult to find suitable people who would then need DBS checks. The schools have a duty to work to the budget and be prudent.</p> <p>Q: Will there be any more money available when the new NYCC starts in April?</p> <p>A: No, it doesn't affect delegated school budgets.</p> <p>Safeguarding is well run and managed at both schools. Issues in society such as family breakdown, mental health issues and post covid issues impact on the schools and their safeguarding of the children. Further resources are not available. KJS is already spending 83% on wages and this ideally should be 79%.</p> <p>Comment: Maybe the attendance and reading help could be re-introduced at BHS.</p>
13	School Development Plan/Rag Report KJS	1) Any questions on the KJS RAG rated report?

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	<p>Ofsted Priorities</p>	<p>Q: Are the red areas a cause for concern? A: No, as some of the areas wouldn't have started yet, they will be later in the term or the year as they are all covered in the development plan. Red is also shown when in progress and when completed and evaluated it will be green.</p> <p>Q: Would Ofsted look at this? A: Yes, in conjunction with self-evaluation.</p> <p>2)Ofsted BHS The character of the school is not the same as when Ofsted visited last January. It now has a greater number of EHCP and SEMH pupils and the progress they are making will need to be considered. The processes are being applied consistently but the make-up of the actual students varies. The school is strong and confident in the measures it takes and these measures are evolving with the changes in demographics. The number of EHCP students has increased from 9 to 22 and there are 20 consultations for EHCP for children joining in September.</p> <p>Q: Is a TMP facility being considered? A: Nothing formal as yet – the school's leadership capacity is already constrained and finding the time to explore a TMP properly is limited, but we have spoken informally to other schools who have them.</p> <p>Q: Is there a high proportion of moves at the moment? A: There is a lot of movement generally, a number of the most difficult students come from other schools.</p> <p>Q: Does the number of disciplinary suspensions and exclusions come mainly from pupils who have arrived after Year 7? A: There is a greater proportion which is more noticeable in a small school.</p> <p>Parent Survey: 52 parents completed the survey – which was a small number and the school needs to consider how to increase this response rate. The change in SENCO is an opportunity to look at making some changes during the handover period. The issue in the survey around behaviour is not surprising. Low level disruption is generally being dealt with effectively, as noted in past governor and SEA visit reports. But the behaviour of the small group of more challenging students is undoubtedly adversely affecting parents' perceptions and we need to find ways of addressing this.</p> <p>The quality of the curriculum and retrieval is now very strong and passion for reading is encouraged with Library lessons for Year 7 and reading strategies integrated across the curriculum.</p>

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14	IDSR for BHS	<p>The paragraph at the front of the report is very important. In line with our stage not age curriculum structure, the school entered pupils early into a number of option subjects which will have impacted on the figures in the report. The main areas of concern are languages, mathematics and humanities; the languages and humanities data doesn't take into account exams taken in Year 10.</p> <p>Attendance figures in summer 2021 (10.0%) was in the highest 20% of all schools; the issues here have been discussed extensively previously. The majority of suspensions were due to persistent disruptive behaviour.</p> <p>CS offered to meet with KS and other staff to help with preparation for the next Ofsted inspection.</p>
15	Progress Data KJS Learning Cycle 1	<p>Stuart Giles, AHT Curriculum and standards, gave a progress report on the learning cycle using data from Sept-Nov 2022. The first indications for KS4/5 are in line with national expectations.</p> <p>Yr 7 intake is similar to previous intakes. There is a gender gap on entry. EHCP and vulnerable children are challenging and are more a cause for concern.</p> <p>Yr 8 – the data from NFER tests match benchmark figures.</p> <p>Yr 9 -- is a challenging group but educationally are doing better than anticipated, there are approximately 270 students in the year.</p> <p>Yr 10 – the first set of FFT targets taken from data from 2022 results are high but covid is likely to have affected these and the target rate for learning is below expectations.</p> <p>Yr 11 – the forecasts are short of the targets, but these may change after the mock results. The students will need to work hard. Covid has resulted in the PP gap widening and SEN have fallen back.</p> <p>Internal figures show that the boys need work to help them improve. Vulnerable children are on alternative packages and showing weaker attainment.</p> <p>Yr 12 - targets have not been released yet.</p> <p>Yr 13 – a number of the students are feeling anxious about sitting their A levels. The mock results were not in when the tables were formulated but forecasts are falling short at a grade of B- to a target of B+. The year did not take GCSEs, so it is the first set of exams these students will have sat and they are not used to exam conditions.</p>
16	Policies for Approval	<p>Emergency and Business Continuity Plan – independently reviewed.</p> <p>HR: Staff Development Policy</p> <p>BHS: Curriculum Policy; Careers Education, Information, Advice & Guidance (CEIAG) Policy</p> <p>In Year Fair Access Protocol (This went through in Sept 22 but has been updated by NYCC since)</p>

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		<p>Q: Is the curriculum policy not a framework rather than a policy? A: It is a statement of principles, the curriculum intent is clearly shown on the website.</p> <p>After discussion the governors approved all the policies.</p>
17	Correspondence	None
18	AOB	None
		Date of next meeting: Thursday 23 rd March 2023

The meeting ended at 8.58pm

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

ACTIONS ARISING FROM MEETING :

SM / Clerk	Biennial Safeguarding Audit reports for approval at next FGB meeting