



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL
Minutes of Meeting of the Federation Governing Body
18 May 2023 at King James's School

Present: Malcolm Dawson (Chair); John Heap (Vice Chair); Pat Dunnill; Gill Kingston; Sarah Tabor; Kathryn Stephenson (Head BHS); Claire Martin (Head KJS); Brian Horner; Sam Meneely; Andrew Town; Ian Yapp

In attendance: Justin Waters (Director Business Services); Lizzie Oliver (Clerk); Paul McIntosh (KJS)
Robert Grierson

Apologies: Rebecca Evans; Andrew Howard

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, including CM as the first meeting in post as KJS Headteacher. 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 Andrew Howard and Rebecca Evans.
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 23.03.2023	The minutes from the meeting held on 23.03.2023 were circulated in advance and unanimously APPROVED as a true and accurate record. It was confirmed that actions were either in hand or completed (see item 7).
7	Matters arising from the minutes not covered elsewhere	<p>It was AGREED that a progress update regarding the LA safeguarding audits was required.</p> <p>ACTION: SM to provide a progress update against actions on both safeguarding audits at the July FGB meeting.</p> <p>An update on parent governor elections was provided; two candidates had nominated themselves for the two vacancies, therefore an election was not required. Letters would be sent to the two candidates, with a view to them being able to attend the next FGB meeting on 6 July.</p>

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8	Confidential item	A confidential minute is filed separately.
9	School Development Plans (RAG)	<p>The RAG rated SDP for KJS was circulated in advance of the meeting – staff were thanked for the work bringing it together. A verbal update was provided, with key points being:</p> <ul style="list-style-type: none"> • SLT were currently working on the 2023-2024 SDP, which would be tabled at the next meeting • Progress to-date had been positive; SLT had reviewed the current SDP as a group, to support new HT understanding • Areas still red: reading, which would be covered in July as part of INSET day training; however, this will remain an area of focus on the 2023-2024 SDP • Discussions were ongoing at SLT regarding roles and responsibilities for 2023-2024 <p>ACTION: CM to present draft KJS SDP 2023 – 2024 at the next meeting (6 July 2023)</p> <p>Governor Challenge: PSHE comes up a few times in red – has this curriculum not been reviewed already? Was there a baseline assessment completed when PSHE was introduced?</p> <p>Response: This relates to Sixth Form PSHE, which has been implemented this year; this is going well but will be re-evaluated at the end of the year to understand progress and the impact of the curriculum. The Growing Up in North Yorkshire survey will have been completed in Year 11 – these questions can be used as a starting point for the evaluation to identify future areas of development. PSHE in Sixth Form can be very valuable for students wanting to discuss issues in the wider world and how they engage with them. There have been an increased numbers of external speakers visiting the Sixth Form, including for careers provision (e.g. Degree Apprenticeships).</p> <p>Governors noted the possibility for BHS to share practice with KJS regarding the PSHE curriculum, particularly in relation to contextual safeguarding aspects.</p> <p>Governor Challenge: Is the reading strategy for 2023-2024 drafted, or will this be an output from the training day?</p> <p>Response: Training in this area was originally booked for one of the strike days so this has been rearranged. Colleagues met last week regarding the reading strategy, and have identified strands to be</p>

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		<p>included (e.g. reader support, curriculum, phonics). However, this will be finalised following the training day and launched in September 2023.</p> <p>Governors confirmed that reading at KJS would continue to be an area of monitoring focus for the FGB.</p>
10	Safeguarding	<p>The monthly reports for both schools were circulated in advance of the meeting and SM provided a verbal update.</p> <ul style="list-style-type: none"> • SM had met with HH and TGW, working together regarding the safeguarding audits. It had been very encouraging to see colleagues supporting one another and drawing on the benefits of collaborative practice. • SM had reviewed how PSHE at BHS was connected to assemblies, particularly in relation to contextual safeguarding; it was clear that guidance and resources were available to staff when required, and clearly accessible. • It was noted that there was an increase in referrals to Early Help at BHS, and an increase in CIN meetings at KJS. <p>Governors confirmed that Operation Encompass training had been completed at both schools.</p>
11	Business Services	<p>The following documents were circulated in advance of the meeting:</p> <ul style="list-style-type: none"> • H&S minutes • HR report • Veritau report <p>Site update A verbal update was provided, including:</p> <ul style="list-style-type: none"> • KJS – repairs to boiler systems; asbestos management; issues with collapsing drain and drainage levels near the Sixth Form – this would be rectified (free of charge as a latent defect); the 3G fence will be replaced; fire systems had been serviced.

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		<ul style="list-style-type: none"> • BHS – ongoing repairs to glazing and doors; a fire alarm fault to rectify; fence panels to repair and a review of landscaping contracts • It was noted that improved HSE reporting was now taking place to provide assurances regarding asbestos logs at both schools • Trees were an issue on both sites (canopies at BHS, ash die back at KJS) • During the ski trips at Easter, students had been stuck at Dover for a lengthy period; both trips may be moved to using flights in the future. A high-level summary of accidents during the ski trip was provided. • Lettings: performing positively across both sites • IT: IT tendering processes had commenced (preparation for moving to Windows 11/12 in 2025), with a review of software licenses <p>Health and Safety</p> <ul style="list-style-type: none"> • Two reportable incidents were noted • Additional CCTV was being installed at KJS • Each site had received new defibrillators, with cases to follow <p>HR</p> <ul style="list-style-type: none"> • There was a discussion regarding pay awards, with an assumption of 4% in the budget • There had been some policy changes following the consolidation to North Yorkshire Council <p>Governor Challenge: There is an ongoing vacancy for an Exams Officer for BHS? Is this creating issues? Response: This is creating major capacity issues but hopefully this will be resolved soon.</p> <p>Governor Challenge: Is the accrued leave calculation modelled in the budget? Response: Yes, it is budgeted; this will affect all year round staff.</p> <p>Veritau report It was noted there had been a data breach at KJS. Issues noted in the report included working towards reporting timescales to ensure that data was contained in the event of a breach. Additional signage for CCTV was required – it was confirmed that this would be completed for both sites.</p>

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12	Finance Update	<p>The following documents were circulated in advance of the meeting:</p> <ul style="list-style-type: none"> • EFC minutes • P13 management accounts for KJS and BHS <p>A verbal update was provided, with key points as follows:</p> <p><u>Budget outturn</u></p> <p>KJS</p> <ul style="list-style-type: none"> • This had been a financially challenging year – energy, food price increases, pay awards (£611k increase in costs year on year), creating an in-year deficit of £136k • The Covid recovery premium for 2023-2024 had been paid by the LA in P13 rather than P1 of the current year; this would subsequently impact 2023-2024 accounts (all LA schools were affected) • Revenue balances: £75k surplus • Capital balances: a £60k reduction in energy costs was required (a proposal would be brought back to the FGB) <p>BHS</p> <ul style="list-style-type: none"> • Governors were thanked for their support with premises maintenance changes (resulting in £20k surplus) • The same issue as noted above had occurred in relation to the payment of the recovery premium • The recovery plan was currently £48k ahead of where anticipated, which governors noted as being very positive in the current economic climate <p>JW was thanked.</p>
13	Pastoral reports	<p>The following documents were circulated in advance of the meeting:</p> <ul style="list-style-type: none"> • KJS Behaviour and Attendance reports

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		<p>KJS Behaviour Governors were reminded of the behaviour consequence system; between learning cycles, the percentage of detentions had decreased both at D30, and D60 levels. For use of the consequence room and internal exclusions – data had been broken down by year group for governor reference. Suspensions data – it was noted that the number of suspensions had increased this year. Within each year group, a small number of students were causing the most issues.</p> <p>KJS Attendance It was noted that the Attendance Officer was having a very positive impact. Year to date – 92% (national average, FFT Aspire was 90.8%). SLT had been reviewing PA – following intervention work, including letters to families, this had reduced from 26% in January, to just over 20% currently.</p> <p>Governor Challenge: Do you have case studies that sit behind the data? Response: Yes for both behaviour and attendance. However, the recent inspection did not review case studies – this was more focused on barriers to attendance and the strategies that school had in place.</p> <p>Governor Challenge: Do you break down attendance data for cohorts of vulnerable young people – e.g. CIN, Early Help? Response: Not to this finer level - but we do for SEND and EHCP cohorts. The Attendance Officer role is vital – they carry out home visits, engage with families and support students to get into school. Key workers are attached to specific students to monitor attendance, alongside the form tutors.</p> <p>Governors noted the clear improvements across the Learning Cycles – even where cohorts were still RAG rated as red, these had improved.</p> <p>Governor Challenge: Have you quantified how many students are at 50% or less attendance? Response: Not yet, although this is in the Working Together to Improve Attendance guidance. We could look at monitoring these cases. The data manager pulls information together on a weekly basis for us to be able to do this.</p> <p>PM and colleagues were thanked for the quality of the data and its presentation.</p>

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		<p>Governor Challenge: Within suspensions data, SEND and PP students are over-represented. In terms of SEND, do you make adaptations to behaviour processes to take into account student need?</p> <p>Response: Reasonable adjustments are made – for example TA support, working with the pastoral team. We try not to apply sanctions that will escalate behaviour further, but we also need to maintain high expectations of behaviour. Staff training on 17 May focused on strategies for managing individual cases so that approaches can be modified.</p> <p>Governor Challenge: D60 detentions – what has caused the reduction in the number of these?</p> <p>Response: Over time some students get used to school systems and consistent application; they start to modify their own behaviour. There are clear, structured consequences in place – as they move through school, expectations are embedded and guidelines and boundaries are set.</p> <p>Boroughbridge Attendance Currently, attendance was at 86.6% (Y&H region was 90.1%). SLT had focused on PA – this was previously at 52% and had reduced to 35% (nationally, 26%) - this included improvements across every year group and for different cohorts.</p> <p>Governors noted that due to the small numbers, 4 students equated to 1%.</p> <p>Governor Challenge: What strategies are in place to address PA?</p> <p>Response: Staff have targeted specific groups, including PP students. There have been successes in setting short-term targets. Case studies developed by SLT included engagement with parents – there was a clear need to invest time with families and build their trust. The school would like to do more of this. Year 7 has made the biggest improvement and are now at national average.</p> <p>Boroughbridge Behaviour There were now 40,000 positives on Bromcom system (compared to 25,000 last year) – this is the impact of changing to a positive consequences system. All staff apply this system. Some peaks in application of negatives had been identified and were being reviewed with individual colleagues to understand the patterns and where support for practice can be put in place.</p> <p>It was noted that there had been two permanent exclusions at BHS. There was a suspensions tracker in place, with a review of subsequent behaviour of impacted students over the next 4 weeks to monitor the</p>

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		<p>impact of the suspension. If the suspension had not made a difference, other interventions were tried. Persistent disruptive behaviour was the most common reason for suspensions; this also drew on staff time (pastoral and SLT). The number of EHCPs was increasing (twice the national average) – and this had a significant impact on the school.</p> <p>Thanks were given to JW and his team to support the BHS preparation for inspection.</p> <p>There was a discussion regarding the opportunities for TMP: bring in specialist expertise, training for the full staff team, and ensure appropriate resources are in place to meet need. It was AGREED that there was a need to build in long-term sustainability for managing SEND. With wider provision in place, school would be able to do this more effectively.</p> <p>There was a discussion regarding SEMH and the need to find a balance between setting behaviour expectations and understanding individual circumstances.</p> <p>Governor Challenge: Are there any parental complaints regarding students affected by the negative behaviours of others? Response: There is some informal feedback – this is why we need additional interventions in place; the impact on other pupils can be significant and this needs to be kept in mind.</p> <p>Governor Challenge: Is the behaviour policy at BHS effective? Response: Yes for the vast majority of pupils. But if there is a lack of respect from pupils and parents, no policy will make a difference. We continue to work on the small number of students who don't respect the system and where we don't always get parental support.</p> <p>It was noted that Year 11s, who have been a challenging cohort since Yr 7, are turning up ready and engaged during exam season.</p> <p>There was a broad discussion regarding managing need, including Fair Access Panels, anonymised case studies, local authority processes and a lack of information provided to schools re: the context for pupils joining in-year.</p> <p>Governor Challenge: Do you have a strategy to address low level behaviour issues?</p>

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		<p>Response: We are systematically monitoring classes and subjects so that we can pinpoint hotspots. At the same time, we are reviewing attitudes to learning through pupil, parent, and teacher voice – this will identify what good learning looks like and develop a charter from this. This charter will be student-led and in place by the end of summer term.</p> <p>Governor Challenge: Consistency in approach are important for maximising impact of behaviour strategies – are teachers clear on what is required?</p> <p>Response: Yes, this is about working with pupils so that they understand what good behaviour for learning looks like. Therefore, a joint approach by raising expectations across all year groups and holding staff to account more systematically.</p> <p>ACTION: Action plan working group to review issues for ongoing focus, before next FGB meeting.</p>
14	Governance	<p>ACTION: LO to circulate amended meeting dates for 2023-2024.</p> <p>It was AGREED that Executive Finance group meetings would move online.</p> <p>It was noted that following an LA visit to KJS, there was one recommendation regarding lockdown procedures. There had been a discussion at SLT and a couple of revisions made, whilst also reviewing site security.</p> <p>Governors were informed that JH would step down at the end of the academic year – JH was thanked for everything he had done for both schools over the last 20 years.</p> <p>ACTION: Lead governors for PP and SEND to be reappointed once new governors were in post.</p> <p>Governors were reminded that there was a need to ensure governor visits were taking place for both schools – particularly in relation to Behaviour and Attendance. Governors were also very welcome to attend school events.</p> <p>ACTION: All lead governors to book school visits prior to 6 July FGB meeting.</p>

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15	Policies for Approval	<p>The following policies were circulated in advance and unanimously APPROVED for adoption.</p> <p>Federation: Governors' Allowances Policy Leave Policy and Summary Charts Looked After Children Policy</p> <p>KJS Behaviour for Learning Policy Behaviour for Learning – Exclusion Addendum Bursary Fund Policy</p> <p>BHS NYC Fair Access Protocol</p>
16	Correspondence/AOB	None
		Date of next meeting: Thursday 6 July 2023, 6pm (KJS)

The meeting ended at: 8.15

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

ACTIONS ARISING FROM MEETING :

Safeguarding	SM to provide a progress update against actions on both safeguarding audits at the July FGB meeting.	6 July 2023	SM
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SDP	CM to present draft KJS SDP 2023 – 2024 at the next meeting (6 July 2023)		CM
Ofsted action plan	Action plan working group to review issues for ongoing focus, before next FGB meeting.		Action plan group
Meeting dates	LO to circulate amended meeting dates for 2023-2024		LO
Lead governors	Lead governors for PP and SEND to be reappointed once new governors were in post. All lead governors to book school visits prior to 6 July FGB meeting.		ALL