



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL
Minutes of Meeting of the Federation Governing Body
23rd March 2023 at King James's School

Present: Malcolm Dawson (Chair); John Heap (Vice Chair); Pat Dunnill; Richard Ebdon; Rebecca Evans; Andrew Howard; Gill Kingston; Sarah Tabor; Kathryn Stephenson (Head BHS); Carl Sugden (Head KJS).

In attendance: Justin Waters (Director Business Services); Ruth Gregory (Clerk). Alison Kaye (Observer LA). Robert Grierson; Sarah Bloomfield; Tammy Godsell-Wright. Helen Handley; Stuart Giles.

Apologies: Brian Horner; Sam Meneely; Andrew Town; Ian Yapp.

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.

No.	Agenda Item	Detail/Questions/Comments
2	Receive apologies and consider giving consent to absences	Apologies were received and consented to from Brian Horner; Sam Meneely; Andrew Town; Ian Yapp.
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 27th January 2023	The previously circulated minutes from the meeting held on 27 th January 2023 were agreed as a true record.
7	Matters arising from the minutes not covered elsewhere	<ul style="list-style-type: none"> a) Governor election update: The chair welcomed Gill Kingston from KJS as a staff governor. JW/KS intend to begin the process of electing 2 parent governors after Easter so that they may be in position by the end of the academic year. b) KJS OFSTED published report: CS informed the Governors that the report is now on the website. He is very pleased with the outcome and the two areas requiring improvement are already on the development plan.
	Point of Information	CS updated the Governors about an incident that had taken place at the school earlier in the week where members of staff were assaulted by pupils from other schools coming from Harrogate. Following some inaccurate reporting in local newspapers he had written to parents and received overwhelming support for the action taken in response to the incident. The matter is now in the hands of the police.

No.	Agenda Item	Detail/Questions/Comments
		School Business
8	Business Services update	<p>HR JW discussed the main points from the detailed HR report which identified the significant HR considerations and current position for staffing across both schools. BHS opened for the four days of strike action for all year groups. KJS ran a skeleton curriculum for years 11/12 and 13 (approximately 40%-50% of lessons but student attendance was low). Staff absence across the federation in March was high following a good start to the year. KJS is now fully staffed and the vacancies at BHS remain on-going.</p> <p>Health and safety A Health and safety meeting had been held earlier in the day. The minutes from the previous meeting were made available to the Governors. There is a managed maintenance programme at both schools, 40 areas of compliance are monitored.</p> <p>Q: How is the monitoring of 40 areas done? A: An excel system is used with the areas programmed and this is checked weekly. This is cross referenced against an online helpdesk which records events. The H&S Committee considered this a robust system for maintenance and to track progress to external audits (including compliance).</p> <p>General update An asbestos audit was carried out at KJS by HSE (part of a national campaign). The encapsulation required is already in hand from boiler flood in October 22. The HSE were supportive with the school management and recording. There were no recommendations and no further communication will be issued.</p> <p>Maintenance issues in 11 areas at KJS and 5 at BHS are in progress currently. Roof leakage remains an issue at BHS, but work is scheduled for Easter. The energy reduction strategy proposal between LED lights and solar panels is ongoing. There is ash dieback (fungus) in 25% of the trees at KJS which requires close monitoring.</p>

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9	Finance Update	<p>2023/24 Budget approval – KJS and BHS. JW outlined it is important that the Governors sign off both budgets – full budget papers with the risks and assumptions were tabled in advance. The Executive Finance Committee had examined the budget plans for both schools in detail. Previous Executive Finance Group minutes were available prior to the meeting. JW explained the budgets, risks and assumptions in detail.</p> <p>BHS is forecasted for £20K surplus in the academic year. The proposed budget remains marginally ahead of the recovery plan and is set at £7K surplus meaning the school will be £42K ahead of the agreed position. Considering the rise in utility costs, inflation, food costs and staffing cost ratios this is a good result. A rise in pupil numbers from 411 to 434 gives an improved funding figure which will show benefits in the years 2024/5. Capacity has been built into the budget for 2 extra staff positions – an additional ATA post (permission for this will be needed from the LA). The premises manager is delayed for 12 months in favour of a pastoral position for that period which KS is in favour of. There are no major premises projects planned but energy and 5% software increases are accounted for. Staffing ratio: income is good at 79.24% and Other costs: income is at 20.55%. Teaching staff pay rises are still to be agreed. Cross subsidy between the schools is in both budgets.</p> <p>Comment: The 2 staffing posts are a specific choice which could. As an alternative be saved and accelerate the recovery plan. It is important for the Board to be clear that it supports this as an explicit choice as it will need LA finance approval.</p> <p>A: The school needs the two extra staff to deal with issues at the school and they would also help to free up leadership time which would benefit the school.</p> <p>Conclusion: The Board agreed it would be a false economy to opt for the additional savings over the two additional posts. The figures show that the school is ahead of the recovery plan, and there are significant challenges due to lack of capacity to deal with the changing intake at the school.</p> <p>KJS is forecasting an in-year deficit of £164.7K of which £161K is for capital funded projects. A savings package of £200K had previously been mooted for 2023/24. Revenue reserves are on course to be £139.8K. Capital reserves of £140.4K are ringfenced. JW now proposed a deficit budget for KJS was set at £93.3K in line with the current management plan, allowing a package of cost savings to be formulated by the end of 2023. This would enable Clare Martin to take some time to consider what changes she wants to make to the staffing structure. It was recognised that the LA will probably request a recovery plan for KJS.</p>

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		<p>There is a 4% pay rise built into the budget for teaching salaries and North Yorkshire pay agreements for ancillary staff has been allowed for. Sixth form numbers going forward need to rise to 125 to allow a realistic budget to be set. Responsive maintenance only will be carried out. Costings in the budget re energy and software allowances are similar to BHS. The staffing cost ratio is at 84% and will be reduced as a result of future savings. The impact of cross subsidy costs will be considered for both schools and reduced at KJS where possible. If the figures show a deficit, then money may be available from the LA for projects as the school would not be carrying a surplus.</p> <p>JW asked the board if they would vote to accept the budgets and the cross subsidies. The board unanimously agreed the budgets for both schools.</p>
10	Safeguarding	<p>The monthly reports were available for the Governors before the meeting. BHS perceived bullying and vaping had reduced in February. There has been increased support from outside agencies. Boroughbridge hosted two managed moves, neither of which was successful. KJS incidents recorded were reduced but there were only 15 school days in February. Early Help families had risen to 42 families and children in need plans to 15. Intervention is in place at assemblies for sexting and social media, the school is taking a whole school approach to these issues.</p> <p>Q: Can you see an impact? A: Students now have a better understanding and are significantly more aware. PSHCE lessons also cover social media and its impact. The school has seen a change in the culture and victims have been helped because of the support in school.</p> <p>Staff have been trained ready to engage with the police in Operation Encompass which gives the school an update on any domestic violence in homes reported to the police.</p> <p>The biennial audit although time consuming is very informative, 8 sections across the schools are covered.</p>

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		<p>There is accountability for all policies and procedures which can be updated as required. The report is scored between 5 and 1 but less than three is unacceptable. Areas which score 4 are used to form the action plan for both schools.'</p> <p>Common to both schools is the support and supervision of all staff and awareness of any mental health issues. Both HH and TG-W help and support each other and wellbeing in mind with staff is a reflective practice.</p> <p>The LA has introduced new requirements for the restraining of pupils, and new systems have been introduced for alternative provision or adjusted timetables.</p> <p>Wording on the safeguarding audit has changed – policies should be checked to align with these changes. Vaping is now a big issue and procedures involved with this need adjusting. Governor's training records are current.</p> <p>KJS require DSL phone numbers to be shared and an out of school contact is required. The well-being policy will be shared with staff and HR and a draft will then be put before the Governors.</p> <p>BHS Areas being explored include securing the site boundary at the back of school and continued work will take place on attendance and well-being.'</p> <p>Safer recruitment guidance now requires online searches to be carried out when recruiting staff. ACTION: Both schools need a process and to agree and be clear on what they are looking for in the online searches. The applicant must be informed what the schools are looking for.</p> <p>The safeguarding Governor SM, HH and TG-W are confident with the completion of the audits.</p> <p>The Governors were asked to approve and sign off both the audits for submission to NYSCP these were unanimously accepted.</p> <p>The Chair thanked HH and TG-W for their hard work in producing the audits for submission. ACTION: It was agreed that progress on the actions from the audits would be tracked at future meetings</p>
11	Progress Data	<p>KJS Learning Cycle – a comprehensive PowerPoint was circulated before the meeting. There has been no significant change from Learning Cycle 1. There are still issues as a result of the legacy of covid. The quality in year 7 has dropped slightly. There are a significant number of challenging students at the school who are struggling to regulate in school. The SEN group are beginning to struggle with the work.</p>

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		<p>Q: Do students come in with problems? A: Yes, the majority have been diagnosed previously, initially they responded well but are now starting to be a problem. A small group of year 8 female students struggle to attend lessons, but they are not without ability. After covid the SEN/EHCP are struggling. Year 9 are working well and have improved from Cycle 1 Year 10 slightly down on Cycle 1, there are gaps, but targets may have been set too high. Year 11 are also showing a slight improvement, but some PP students are struggling, and action plans are in place.</p> <p>Q: Is it a higher proportion than previous years? A: The figure has doubled since 2019; 10 students bring the cohort down by 1% There are link meetings with HoD's putting interventions in place to improve the attendance at exams. Year 12 have exams in June, lockdown has affected the students, but they have a good work ethic. Year 13 are slightly nervous and are less prepared for exams, not having previously sat public exams.</p> <p>Q: Is help being given as the A level students have a lack of exam experience? A: The students have had a big mock experience to give them the feel for conditions and prepare as much as possible for exams.</p> <p>Progress Data BHS – a progress check has been carried out in January. Year 7 The EHCP group are struggling to make progress. SEN pupils are improving slightly post covid. Year 8 There are a high number of male students in the cohort who perform better in the sciences. SEN pupils are up since cycle 1 and starting to close the gap. Year 9 This is a small cohort of 3 classes and overall have made good progress, the gap between results of male and female is closing. Year 10 This is a strong cohort and on par with the targets, PP are still below. Pupils will take two exams in option subjects this summer. Year 11 There is a high proportion of SEN students. Some of this cohort have found the demands of GCSE challenging. The school is encouraging and supporting students by giving every child a mentor.</p>

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		<p>Q: Across all cohorts the PHA students appear to be below targets, is there a main cause? A: This could be due to a flaw in the system and may be a result of averaging.</p> <p>HPA students are below grade at the moment, but the school is working with them and encouraging them to reach their potential.</p>
12	School Development Plans	<p>BHS updated SEF the documents are now in a different format and the action plan is now more specific in relation to attendance.</p> <p>Behaviour for learning – There are now 3 pastoral managers which is supporting the updated Behaviour for Learning strategy including having a reset and behaviour management room.</p> <p>All staff have been trained to help children regulate. It is hoped a TMP may be put in place in September 2024.</p> <p>The Policy has been updated and this is being introduced across the school.</p> <p>Q: Do managed moves to the school work? A: All schools are dealing with challenging children and they often find it difficult to integrate into the school.</p> <p>Q: Is there capacity at KJS to take children from BHS into the hub? A: No, all sessions are planned and the timetable only allows students to be in the hub for 50% of school time over the week. The maximum number at any one time is 5 students. It would not be practical for a BHS student to come over just to attend the hub.</p> <p>Proposal: A sub team of governors to work with KS on the Ofsted Action Plan who will then report back to future Governor meetings. MD, AH and IY volunteered for the team. The construction of the team and the way in which Governors and SLT have worked together will enable them to demonstrate that Governors have an accurate view of behaviour in school.'</p>

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		ACTION: The Governors were in full support of this proposal. Sub-group to meet for the first time prior to the next FGB.
13	School Council/ student voice reports KJS and BHS	<p>The minutes from KJS School Council meetings for 2022 and 2023 and a report from BHS were circulated before the meeting.</p> <p>JW said that the meetings had been very beneficial and the council at KJS had been much more proactive. The two student leaders have had constructive dialogue with students to find out more about reading and homework and reported back. The council was now actively asking questions rather than just bringing complaints to the meeting.</p> <p>BHS reported that the council had carried out several projects and fund-raising events this academic year. At the open evening for year 6 students councillors gave tours of the school. The council are now working towards integrating new Ukrainian students, fund raising and learning to speak Ukrainian.</p>
14	Governance	<p>The chair informed the Governors that from 1st April the federation was changing the clerking service provider to Northern Star Academy Trust. It was possible that in future Governor papers would no longer be found on Its Learning as the Academy uses Governor Hub for documents. This would be a decision for the future.</p> <p>There have been no Governor visitor reports this month.</p>
15	Policies for Approval	<p>Federation: Acceptable Use Agreement ICT (GDPR) Educational Visits, Outdoor Learning and Adventurous Activities, Budget Management, Charging Remission, Looking After Children, Information Governance Policy(GDPR)</p> <p>KJS: General Complaints, Sixth Form Admission, Remote Learning, Relationship and Sex Education, Pay Policy</p> <p>BHS: Behaviour for learning, Complaints Procedure, Relationship and Sex Education, Self-Harm and Suicide Ideation, SEN Report, SEN Policy, Mental Health.</p> <p>HR – Federation Whistleblowing Policy, DBS Policy, Disciplinary Policy and Procedure, Reorganisation, Redundancy and Redeployment, RRR Policy, Smoke Free Workplace.</p>

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		After discussion the governors approved all the policies.
16	Correspondence	None
17	AOB	PD gave Carl Sugden a leaving card and thanked him for all he had done for the school during his time as Head of King James's School and his interaction with the Governors. CS replied that he had been overwhelmed by people's kindness and generosity. He had enjoyed his time and the challenges faced over the fifteen years he had been Headteacher at the school.
		Date of next meeting: Thursday 18 th May 2023

AK left the meeting at 6.45pm

The meeting ended at 8.47pm

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

ACTIONS ARISING FROM MEETING :

SM/HH/TG-W	Agreed standard process required for carrying out online searches during staff recruitment
SM/HH/TG-W	Progress on actions from both schools' Safeguarding Audits to be reported at a future meeting
MD/KS	Governor sub-group for BHS Ofsted Action Plan to be established prior to next FGB