



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

Present: Malcolm Dawson (Chair); Pat Dunnill; Gill Kingston; Sarah Tabor; Kathryn Stephenson (Head BHS); Clare Martin (Head KJS); Brian Horner; Sam Meneely; Ian Yapp; Antoinette Stewart; Cerys Townend; Andrew Howard, Sarah Tabor

In attendance: Justin Waters (Director Business Services); Lizzie Oliver (Clerk); Helen Handley (up to end of item 6 only), Robert Grierson; Stuart Giles (up to end of item 7 only); Tammy Godsell-Wright (up to end of item 6 only); Sarah Bloomfield (up to end of item 7 only)

Apologies: Andrew Town

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		ACTION
1	Welcome and Introductions	The Chair welcomed all to the meeting. A reminder was issued of the importance of confidentiality.	

No.	Agenda Item		ACTION
2	Receive apologies and consider giving consent to absences	Apologies were received and consented to from AT.	
3	Declaration of interests, pecuniary or non-pecuniary, for any agenda item	None.	
4	Approval of the minutes of the FGB meeting held on 21.09.2023	<p>The minutes and confidential minutes from the meeting held on 21.09.2023 were circulated in advance and unanimously APPROVED as a true and accurate record. It was confirmed that actions were either in hand or completed.</p> <p>ACTION: LO to add AT to attendance list (September minutes) ACTION: ALL to complete register of interests and KCSIE confirmation. ACTION: LO to circulate collated skills audit.</p>	<p>LO ALL LO</p>
5	Safeguarding	<p>The annual and monthly safeguarding reports were circulated in advance for both schools and considered by governors. Verbal updates were provided on all reports.</p> <ul style="list-style-type: none"> Reviewing how remaining safeguarding policies can be federated – and reviewing timescales for policies so that they are brought into line <p><u>KJS</u></p> <p>There was a discussion regarding Safer Recruitment training requirements.</p> <p>ACTION: GK to review Safer Recruitment training options.</p> <p>Governor Challenge: There has been an increase in Child Protection plans in 22-23? Are there any reasons for this? Response: This is reflective of the local and national picture. The school has also improved in making referrals and ensuring that these plans are put in place.</p>	<p>GK</p>

No.	Agenda Item		ACTION
		<p>Governor Challenge: What are the reasons for the rise in EHE? Response: Commonly anxiety and SEMH. There is a process to go through to put EHE in place and this is rightly challenging for parents to ensure this is appropriate for the young person.</p> <p>Governor Challenge: Is school seeing any impact among students in relation to current international conflicts? Response: School is not experiencing issues with extreme views being expressed. Whole school education activities have addressed this, and these have also been used as a tool in relation to addressing the appropriate use of social media.</p> <p>Governor Challenge: There is a marked change in data re: sexual harassment incidents. Why is this? Response: Following CPD, staff are categorising incidents more confidently and robustly. Both schools have focused on developing a culture of it being safe to report issues, therefore this is increasing the number of disclosures being made. Students are not accepting behaviours and are vocalising this. That enables staff to tackle any issues within the culture.</p> <p><u>BHS</u></p> <p>Governors noted that the number of CME seemed high for a small school. Anonymised examples were provided for governors. Mobility could be a challenge in this area: CME submissions were required to be sent by school whilst up-to-date information came through in relation to students who had moved away from the local area.</p> <p>Governor Challenge: Is school experiencing any challenges in relation to vaping? Response: There are mainly issues at the toilet areas. These are now monitored at break and lunchtime and this has reduced the issue.</p> <p>It was noted that a meeting was taking place between TGW and HH to confirm the common definition of child-on-child disputes and ensure that consistent data reporting was possible.</p>	

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		<p>Services available to students across both schools were described to governors, e.g. Wellbeing in Mind and independent counselling.</p>	
6	<p>Pupil Premium Strategies: annual review</p>	<p>Both PP strategies were circulated in advance and considered by governors. A verbal summary was provided to governors as per the contents of the reports.</p> <p>The tiered approach to PP expenditure was explained to governors (EEF guidance) to identify the most appropriate and cost effective strategies.</p> <p><u>BHS</u> Anonymised examples of student narratives were provided to governors. Actions completed and interventions in place were explained to governors.</p> <p>Governor Challenge: Are PP students accessing Covid recovery catch up sessions? Response: PP students are targeted for tutoring. Catch up strategies are designed for the full cohort rather than only PP. This is impactful as PP students do not feel targeted or singled out. Summer school is still continuing and PP students engage with this well.</p> <p>Governors noted the need to understand the numbers of students impacted at the end of the three-year strategy (e.g. numbers showing improved attendance).</p> <p>Governor Challenge: Would an Attendance Officer be beneficial for the school to support PP students? Response: Research points to interpersonal and bespoke contact as the most positive approach. However the capacity of the team to dedicate time to this is limited. Therefore an Attendance Officer is clearly required. They would be able to identify the reasons for non-attendance and work directly with families.</p> <p>Governor Challenge: What activities are in place to address attendance, in addition to home visits and use of the minibus?</p>	

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		<p>Response: SLT hold weekly attendance meetings; there are governor attendance meetings with students. Whole staff meetings include messaging that everyone should be focused on attendance. The admin team have built positive relationships with families and open communication is improving. Form tutors review attendance and have discussions individually with students.</p> <p>Anonymised examples were provided regarding attendance meetings, the impact of these and the challenges that students experienced.</p> <p><u>KJS</u> A summary was provided of the school challenge areas for the PP. It was confirmed that the Attendance Officer was an essential role for ensuring a positive impact in all areas across the strategy. Amendments to the strategy for 2023-2025 were summarised for governors.</p> <p>Governor Challenge: How do you know money is being spent well? How do we draw a link between expenditure and impact? Response: PP students are prioritised within whole school approaches. This is part of staff training, e.g. tailoring approaches in the classroom. The evidence section within the PP report is a useful reference.</p> <p>Governor Challenge: Do you track PP attendance at breakfast club and other activities? Response: Yes, attendance is tracked for all of these activities. Some PP students opt out, they are sometimes worried about stigma.</p> <p>HH and TGW were thanked and left the meeting at 19.15.</p>	
7	Data Review	<p>Data packs were circulated to governors in advance and a summary was provided to governors as per the content of the reports.</p> <p><u>BHS Learning Cycle 1</u></p> <p>There was a discussion relating to the efficacy of homework at Year 11.</p>	

No.	Agenda Item		ACTION
		<p>Governor Challenge: What are the challenges with homework? Is there an after-school homework club? Response: Parental views vary greatly as many value young people being able to access other experiences outside of school. It is important to ensure that parents understand that only meaningful homework is set. There are lunchtime homework sessions - the majority of students travel on buses so after school sessions are not practical for them. Staff set clear expectations for homework and it is important to be consistent with that.</p> <p>Governor Challenge: It appears that girls are not performing as well as boys – they are behind in Years 10 and Year 11 – why is this? Response: Attendance issues relate to female students and this has a huge impact on outcomes data.</p> <p><u>KJS – Y11 and Y13 projections</u></p> <p>An explanation was provided regarding target setting for students. Summaries were also provided in relation to subject specific challenges and staffing changes.</p> <p>Governor Challenge: Do we need to be concerned about staff retention? Is there a happy staff? Do we complete exit interviews? Response: The staff body has been very stable for a few years, and is now returning to normal turnover. This reflects that the school ensures the development of staff so that they can access new career opportunities. Informal exit discussions are completed, and HR will follow up on any specific issues if required.</p> <p>Reasons for staff leaving post were summarised, e.g. relocation, work/life balance. Governors highlighted the importance of wellbeing/workload issues. It was AGREED that a communications policy was required to manage parental expectations regarding communicating with staff.</p> <p>SB and SG were thanked and left the meeting at 8pm.</p>	

No.	Agenda Item		ACTION
8	For noting – SDP/Ofsted Action Planning	Both SDPs and minutes from the SDP working group meeting on 25 October 2023 were circulated in advance and noted by governors.	
9	Alternative provision (federation model)	<p>A report was circulated in advance and considered by governors, with a verbal summary provided. A small pilot would take place at KJS from January 2024. This would lead to scoping in more detail a larger provision from September 2024. This would include a preventative layer to reduce exclusions.</p> <p>Governors noted the need to visit similar provision in other settings to learn lessons for delivery.</p> <p>It was unanimously AGREED to progress with the pilot.</p>	
10	Confidential item	A confidential minute has been filed separately.	
11	For noting – pastoral data	Pastoral data was circulated in advance for both schools and noted by governors.	
12	Finance update	<p>A verbal update was provided following the Executive Finance Group.</p> <p>ACTION: LO to add SFVS approval to January 2023 FGB agenda.</p>	LO
13	Confidential item	A confidential minute has been filed separately.	
14	Confidential item	A confidential minute has been filed separately.	
15	Business services	<p><u>HR report</u> The HR report was circulated in advance and a verbal summary was provided.</p>	

No.	Agenda Item		ACTION
		GK left the meeting at 8.30pm.	
16	Governance	<p><u>Skills audit</u> To follow</p> <p><u>New governor profiles for website</u> ACTION: AS and CT to provide governor profiles</p> <p><u>Link governor visits</u> It was confirmed that AH has visited in relation to behaviour and attendance. ACTION: Link governors to arrange meetings</p>	AS/CT ALL
17	Policies	<p>The following policies were circulated in advance and unanimously APPROVED as a true and accurate record:</p> <p><u>Federation</u> Provider Access Policy Supporting Students with Medical Conditions Mental Health and Wellbeing</p> <p><u>BHS</u> Pay Policy Supporting Students with Health Needs who Cannot Attend School</p> <p><u>KJS</u> Pay Policy CP Policy with governor training included Wellbeing Policy</p>	

No.	Agenda Item		ACTION
		<p>Governor Challenge: Is an annual check adequate for defibrillators? Should these be checked more frequently?</p> <p>Response: The site team check them weekly, but the external check is completed annually.</p> <p>ACTION: TGW/HH to review the wording of the policy re: defibrillator checks to ensure regular checks are reflected.</p>	TGW/HH
18	Correspondence/ AOB	None	
Date of next meeting: Saturday 18 November (Strategy Day)			

The meeting ended at: 20.45

Malcolm Dawson (Chair)

Dated.....

ACTIONS ARISING FROM MEETING :

	<p>LO to add AT to attendance list (September minutes)</p> <p>ALL to complete register of interests and KCSIE confirmation</p> <p>LO to circulate collated skills audit</p>		
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	GK to review Safer Recruitment training options		
	LO to add SFVS approval to January 202 FGB agenda.		
	TGW/HH to review the wording of the policy re: defibrillator checks to ensure regular checks are reflected.		