



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body 21st March 2024 at 6.00 pm at King James's School

Present: Andrew Howard; Kathryn Stephenson (Head BHS); Brian Horner; Ian Yapp; Antoinette Bell; Cerys Townend; Gill Kingston, Malcolm Dawson

In attendance: Justin Waters (Director of Business Services); Becky Swiers (Notetaker); Robert Grierson (BHS DHT); Paul McIntosh (KJS DHT); Stuart Giles (KJS AHT – Staffing & Curriculum), Tammy Godsell-Wright (BHS AHT – Safeguarding)

Apologies: Sarah Tabor, Sam Meneely, Andy Town, Pat Dunnill

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.	
2.	Receive apologies and consider giving consent to absences	Apologies were received and consented to from ST, SM, AT PD	
3.	Declaration of interests, pecuniary or non-pecuniary, for any agenda item	None mentioned.	
4.	Approval of the minutes of the FGB meeting held on 25.01.2024	The minutes and confidential minutes from the meeting held on 25.01.2024 were circulated in advance . There was one discrepancy in wording. ACTION: AH to amend the minutes to a true reflection. Subject to this change to be actioned by AH, the minutes were otherwise unanimously APPROVED as a true and accurate record though there were still two actions to be completed: ACTION: JP is to be asked to consolidate governor training logs into one place including information for Its Learning. ACTION: JP to check and complete gaps on the register of declarations	AH JP JP
5.	Data	<u>KJS</u> SG spoke through KJS LC2 data tabled in a report, by year group, describing how each year group had progressed since LC1. Governors had received the data in advance. The highlights were: <ul style="list-style-type: none"> • Y7 data was similar to LC1 with improvement on attainment benchmarks. For lower-attending students, reading progress was slow, which reinforced OFSTED need to target reading. • Y8 data was positive overall. Some individuals needed improvement with pockets of 	

		<p>serious challenges and higher attaining performance could be improved. A priority area was Maths with lower sets seeing behaviour and attendance challenges. It was hopeful that when sets change in Y9, there will be an improvement.</p> <ul style="list-style-type: none"> • Y9 had seen a PP gap on entry which still existed but in most areas was closing and the gender gap shrinking. Lower-attaining students were struggling in Art, History and Maths, but there was no difference seen in high-attaining students' performance. SG explained that post options being selected it was now expected to see a fall-off in certain subjects with German and Music being the first to see this. • Y10, data had dropped from LC1 but was very good with targets being high, meeting almost plus 0.6 PA target. SG said that there was a small gap for disadvantaged students but there was a small increase achieved by targeting some individuals. SG said that most subjects had performed well. • Y11 targets were generated during Covid-affected times and were better than last year but stubbornly the PA forecast was the same as at the start of Y10. Individual students were making improvements, but this was not enough to shift the overall data. Disadvantaged students were a priority, and the school was working hard on alternative provision options. • Y12 had seen little change. Some applied courses data was not as high as expected but that data was similar to LC1. SG explained that with smaller subject groups, data was easily skewed by one student. • Y13 had high targets and that attainment was slightly better than last year with an average of grade B which was usual at this time of year. SG said that Y13 is working hard to overcome issues around confidence and anxiety. <p>Governors confirmed reviewing and no queries were raised or comments made.</p> <p>ACTION: SG to email a summary of the KJS data to Governors and confirm training is available by email at any time on data.</p> <p>SG left the meeting at 6.20pm</p> <p><u>BHS</u></p> <p>KS spoke through BHS progress at tracking point 2 and detailed a slight improvement in the Y10 data forecast around the progress of disadvantaged students and the hope that this signalled a return to pre-pandemic data. KS spoke through strategies in place to support year 11's through exams, including extra sessions at lunch and after school including NTP sessions, focused assemblies and tutor time, undertaking a second set of mocks and a</p>	<p style="text-align: center;">SG</p>
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		<p>delayed start to study leave.</p> <p>Governor question: When could study leave could start?</p> <p>Response: From the start of the exam period on 9th May but BHS will delay until 23rd May based on previous success.</p> <p>No further questions were asked.</p>	
6.	Safeguarding	<p><u>BHS</u></p> <p>TGW discussed progress on the biennial safeguarding audit at BHS and provided an update to the action plan. The highlights were:</p> <ul style="list-style-type: none"> • There had been a discussion that the fence at the back of the school was completed. There was one other tall wooden fence that adjoined neighbours from the newly built estate but that was deemed to be secure. TGW said that the next area to look towards improving was the wetlands area wooden fence but there were trees present that strengthened the barrier. TG detailed how families had been supportive. • TGW described how recording systems had been updated to be more robust e.g. RPIs were incorporated in reporting. • TGW said BHS and KJS had updated the child protection manual with correct terminology before KCSIE had been released as they knew what was coming so were able to work in advance. TGW said that federated policies had been ratified last time and there had been an updated behaviour policy. • TGW said that Wellbeing in Mind had been more active and had been more of a presence, working with groups of students as well as individuals. • TGW described working collaboratively with KJS and visits from Jon Norden and Joanna Conway from the LA on 04/03/24. TGW said that Joanna had raised online filtering and working collaboratively on a shared document that will be circulated to schools to formulate the checking process for online filtering. TGW said that she would share this document on a half-termly or termly basis. <p>KS described that TG had been asked to support another school with online safeguarding systems and thanked her for her impressive work.</p> <p>Governor question: How were BHS managing the house on the new estate being very close to the school and walkway?</p>	

	<p>Response: The walkway was an exit route, student use was prevented and used only in emergencies, and there was increased staff on duty.</p> <p>Governor question: In relation to online monitoring and filtering, did students use school logins or devices offsite and if so, how was that monitored?</p> <p>Response: TGW said that students do not use their own devices in school unless there is a medical or SEN reason, in which case the IT team checked those devices to mirror the filtering systems used on school devices. TGW said that if students took school devices home there were periodical checks on internet history and that official advice was to check at least annually. JW said that there were still restrictions on the devices, but further clarification was needed on the checking system. TGW explained that the devices were set up with a filtering system that displayed suicide prevention or mental health signposting if triggered.</p> <p>ACTION JW to investigate with the Network Manager and confirm the online safeguarding checking systems for school devices at home.</p> <p>PMC joined the meeting at 6.40 pm with apologies.</p> <p><u>KJS</u> PM said that HHN was leaving the following day and was currently undertaking a handover process.</p> <p>TGW shared her details with the KJS team for additional support. PM said that there was one safeguarding issue to report, and there had been one LADO strategy meeting to be held regarding a physical handling issue 10 days ago. PM confirmed the staff involved had followed the physical handling policy and independent statements had been taken. They had undertaken the appropriate restraint training.</p> <p>Governor question: Was KJS confident that the safeguarding handover would be smooth during the time that there was no direct DSL replacement (subject to recruitment delayed in line with the restructure)?</p> <p>Response: PM explained that issues involving KS3 and 4 respectively would be handled by two Assistant Heads, the overall responsibility being with SENCO. Additional support on difficult cases from the DDSL would be available for the Family Support Officer. PM explained that they were trained and previously covered HHN's long-term absence the previous year and when HHN had stepped into the SENCO role. The Director of the Sixth Form would</p>	<p>JW</p>
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		<p>overlook KS5.</p> <p>Governor question: who was officially DSL? Response: PM responded Alison Knight.</p> <p>TGW explained that the deputy DSL training was the same as the DSL training initially and as the team was experienced the school was confident there would be no issues.</p> <p>MD passed on thanks from SM and all of the governors to HHN for all her support and hard work for the students.</p> <p>There were no further questions. TGW left the meeting at 6.50 pm.</p>	
7.	Finance	<p>Finance data was circulated in advance to Governors.</p> <p>JW gave a verbal summary of the Executive Finance meeting:</p> <ul style="list-style-type: none"> • For KJS, the year started with a £100k deficit and had a target of £50k, coming up to Period 11 there is currently a £26k in-year deficit. • The BHS initial target set a £7K surplus, forecast 3 is £50.3K a weakening of the forecast 2 position. The cumulative is forecasted to be £716K or £68.4K ahead of the LA agreed original position. Total staffing costs at 76.19% which is a strong position. • The gas contract with YPO has been 10% more successful compared to academies and the school will extend through the LA brokerage scheme as it performs well • The Board had previously discussed DfE's request to use school-owned land. There was no update or surveys completed or other movement with this. • BHS pupil numbers dipped in the year but there had been some bounce back due to some boundary changes. There was a forecast 3% dip at KJS and a 3% rise at BHS if the LA moved to the student bus strategy they have been consulting on. • KJS was looking at a £189K deficit but with a lot of slack in the curriculum. Currently, there has not been enough progress made. The difference between LA funding per student across the schools translates to £58k loss for KJS. 	

		<p>BUDGET</p> <p>The report was circulated in advance and JW confirmed that the fine detail was in the report via a presentation of the accounts including the key points:</p> <p>Assumptions across the federation:</p> <p>Income</p> <ul style="list-style-type: none"> • 24/25 teachers' pension and pay TPEG presumed all years forward. • Payment to profile expected for Covid recovery funding • Low investment - no major premises projects • Rationalise software moving forward • 50% food cost built-in <p>Expenditure</p> <ul style="list-style-type: none"> • 3.5% built-in at Forecast then 3% teachers' salaries – anything above presumed funded • 6% built-in then 3% for non-teaching staff – no additional funding • Recruitment lag built into some non-teaching lines • BHS's expected capital expenditure was £11k which was not realistic and will need to be reviewed at some point. The finance group will be undertaking a benchmarking exercise. <p>KJS</p> <ul style="list-style-type: none"> • 10% reduction in Sixth Form funding due to low recruitment last year – increase presumed – budget 130 – on historical performance should be 136. • 31 scenarios and 40+ temp contracts included in salary predictions. Staffing percentage to income remains unsustainable. • 75%-80% total staffing and expenses costs ratio was a target with BHS doing well but KJS not meeting the target increasing to 89% in 2 years with pay increases and costs negatively impacting resulting in an inability to invest in IT resources and forecasting a deficit position. There was discussion around some KJS services being charged to BHS not accounted for in the figures. It was confirmed the Executive Finance group would be looking at benchmarking at the next meeting once the staffing establishment is confirmed. A phased approach was being taken to mitigate the risk. • 2 new positions proposed phased and on hold until the teaching situation is firmed up. • £8K proposal exams store or new offices 	
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		<ul style="list-style-type: none"> • ICT capital proposal £30K • Electricity: Oct 23 wholes -28% reduction anticipated - budget at - 25% • Gas contract reduction over 80% - edge at 25% • KJS expected capital expenditure was £30k <p>BHS</p> <ul style="list-style-type: none"> • £101K vacancies - increase to agency • Increase site provision 2024 April subject to LA approval £30K • £10K capital computer proposal <p>Governor question: Why did KJS get paid less per student than BHS?</p> <p>Response: BHS was a smaller school which benefited more from the local formula whereas KJS received the minimum amount per pupil. This was a national issue.</p> <p>Governor question: What was the additional cost of agency fees compared to the cost of salaries if we had been able to employ staff?</p> <p>Response: it would be £10K compared to £120k for the same period.</p> <p>Governor question: What effect had the restructure had on this percentage?</p> <p>Response: The effect of the restructuring was a 1% saving. The benefit of the restructuring was also to increase pastoral capacity so that teaching staff could focus on teaching which would positively affect the curriculum, it would also end the situation of 41 temporary contracts to provide stability moving forward. The true financial effect of the restructuring won't be seen until next year.</p> <p>JW noted the cross-subsidy for governors to agree.</p> <p>Governors ALL agreed to the contribution splits for KJS shared services being charged to BHS.</p> <p>Governors ALL agreed to the risks and assumptions in the budget</p> <p>Governor question: How did KJS end up with 41 temporary contracts?</p> <p>Response: During CSU's secondment the leadership team temporarily extended which provided valuable experience opportunities but had a large effect on backfilled positions.</p>	
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8.	<p>Business Services update Incl. Restructure update.</p>	<p>The Business Services report had been circulated in advance to governors.</p> <p>JW spoke through some highlights and additional points:</p> <ul style="list-style-type: none"> • JW described the restructuring's effect on staff morale and some unintended consequences and unexpected staff movement. • The last LED project work will be completed during the Easter holidays. • Research was underway on funding regarding vehicle charging and vending machines. • There was work to be progressed on the business continuity plan regarding power cuts following the blackout last half-term. • There had been increased amounts of school trips out and extra-curricular engagement which had been good to see return of. • Boroughbridge Primary School were about to engage in a commercial arrangement to share the federations IT services with final details being agreed for April. • JW recently worked at Bedale and would provide further details on request. • There has been an increase in FOI requests. <p>Governor question: Were the schools aware of subject access requests and best practices around emails?</p> <p>Response: Yes, there was training and systems in place.</p>	

		<p>There was discussion around cybersecurity training and the insurance risk should training not be completed.</p> <p>ACTION: JW to send a link to governors to the Cyber security training, ALL Governors should complete the training.</p> <p><u>Restructure procedural update</u></p> <ul style="list-style-type: none"> • JW Thanked the selection committee for their work during a tough process. • JW confirmed that at the end of the consultation period, the proposals had been upheld. • Adverts were to be released for the new positions shortly. • There had been an opportunity following HHN's resignation for a change of DSL structure and the proposal for an NJC DSL on a full-time, full-year contract, on the senior leadership team was accepted by the section committee, the JD was going through job evaluation and will be recruited to when possible. • There have been two Voluntary redundancy requests accepted that will be implemented between May - September • One skills audit was necessary, the audit had been seen by the pool and the selection committee and accepted and was to take place following the Easter holidays. • The LA accepted the business case and authorized a £14.4k redundancy costs contribution. <p>Governor question: Is redundancy pay lower in schools than other companies? Response: No, it is not.</p>	<p>JW / ALL</p>
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No.	Agenda Item		ACTION
9.	School development plans.	<p>It was explained that the school development group had met on 13th March 2024 and a verbal update of the discussion was provided:</p> <ul style="list-style-type: none"> • There would be a school review meeting with the LA for BHS around behaviour and attendance. • It was agreed that Jon Norden (LA) will do two-extra days in the summer term to focus on leadership and management with a focus on curriculum delivery. • BHS were happy with this support from the LA and the positive tone of the discussion and desire to support in a useful way. • The minutes of the detailed discussion around the plans will be provided. • The focus of the next meeting would be on the federation plans. 	
10.	<p>Pastoral data Robert Grierson – BHS DHT Paul McIntosh KJS DHT under behaviour</p>	<p>Pastoral data was circulated in advance for both schools and noted by governors. <u>KJS</u> <u>Behaviour</u> PM verbally summarised the data.</p> <ul style="list-style-type: none"> • It had been a shorter term but had seen the percentage of negative comments drop which may have been due to the increased levels of communication with parents, individual students and via newsletters, expectations around behaviour had been very clear. • There had also been reduced entry points, increased staff visible presence, extra behaviour spaces, and uniform spaces. On the first day of the uniform push, 24 students had been in the uniform space and then on day 2, there were 8 students, now 1 or 2 students daily are in the behaviour space due to uniform. Currently, the focus was on eyelashes. • The uniform push had highlighted issues around students' self-esteem. PM commended the work of the pastoral team, specifically CBO, LBA, LHO, LM's and POs working with students, providing clarity. • There had been a QA process around behaviour with HODS, SK had looked at behaviour and identified a positive consequence of clarity and consistency and emphasized the need to keep that going. 	

		<p>Governor question: what had been the impact of the removal of 30-minute detentions (D30)?</p> <p>Response: Figures showed that 60-minute detentions (D60) had increased from the year before due to the removal of the D30's. Data had shown that the D30s were not having an impact. The number of students progressing from D60 to the consequence room had dropped so the data suggested that the detention system was effective.</p> <p>Governor question: What had the parental reaction to the uniform drive been and could clarity be given around coats in school and the lack of a place to hang coats?</p> <p>Response: Coats can be carried or put in bags. There had been very few parental complaints. It was important to have standards and implement them consistently, making reasonable adjustments where necessary and providing many options and opportunities for students to comply.</p> <p>Governor question: Was there a system for uniform sanctions and consequences?</p> <p>Response: Staff always tried to resolve without using consequences but when there had been clear expectations communicated, when students refused to comply with a reasonable request to correct their uniform then the nature of their refusal will determine what part of the behaviour system was appropriate. This might be a detention, or a pastoral officer might determine that an alternative suggestion was more appropriate. It was recognised that when dealing with humans there was a need for flexibility but also consistency.</p> <p><u>Attendance</u></p> <p>PM wanted to note a thank you to Jane Bath as she moved on for all of her hard work that had resulted in KJS attendance figures being consistently better than average.</p> <p>Governor question: Why was the FSM 6, Years 7 & 8 attendance data significantly lower?</p> <p>Response: These were the most challenging year groups who had poor attendance at primary schools, they had less resilience compared to higher year groups. It was recognised that this was similar across all schools and was undoubtedly an effect of the pandemic and its consequences.</p> <p>Governor question: what steps had been taken to ensure compliance with new statutory guidance around attendance?</p>	
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		<p>Response: It was necessary to recruit to the attendance role and get the lead in place so that they could drive the necessary changes.</p> <p>Governor question: does the Attendance policy need to be reviewed?</p> <p>Response: Yes, the policies will need to be checked before the end of the summer term to ensure compliance with statutory guidance though PM was unsure that there would be significant practical changes to what KJS already does as the work Jane had introduced was in line with the intentions of the new guidance.</p> <p>ACTION: PM to ensure Attendance policy was in line with statutory guidance before the end of the summer term.</p> <p>LA had funded Positive Regard training which will come in for review in the June half term. Positive regard was a relationship-based, restorative approach emphasizing working with rather than against. All KJS staff would be trained at level 1 with a few up to level 4 who can train others across the federation and beyond.</p> <p>AB left at 9 pm.</p> <p><u>BHS</u></p> <p>RG summarised the highlights of the information:</p> <ul style="list-style-type: none"> • Suspensions this term slightly increased in March to 5.21% compared to 4.05% in January but this was still below the national average though it may increase beyond this by the end of the year. • BHS had signed up to an Attendance hub to provide further support, RG did not expect that the increased fines in the new guidance would have a significant effect on the BHS students. • Attendance figures were over 2% higher than last year giving a positive narrative for attendance. BHS had recently appointed their first Attendance Officer and was very hopeful to see the improved impact. There was discussion around LA support which had hindered not helped attendance. • The Behaviour Hub has been an important part of the improvements, providing CPD and a massive drive forward. The Hub provided online seminars that allowed staff to identify gaps and raise standards and provided the tools to do so. This meant that the work developed on Phases of Learning prior to the Hub work, could be built upon and 	<p style="text-align: center;">PM</p>
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		<p>consistency increased. This had increased lesson disruptions because the standards were being upheld consistently.</p> <p>Governor question: The number of permanent exclusions was the same as the previous year, do you foresee being in the same position as the previous year at the end of this academic year?</p> <p>Response: Suspensions were necessary, and, in some cases, permanent exclusions were necessary. It was possible that there would be a total of 4 permanent exclusions by the end of the year because the work done to improve the behaviour of those students had not yet been successful in having had any positive impact. It was noted that pre-pandemic BHS had not excluded a student for years.</p> <p>There was discussion around the consequences and benefits of permanently excluding a student and the support that could realistically be provided within the school.</p> <p>A governor commented that it was not a failure to have 4 permanently excluded students if everything that could be done had been done and the cases were assessed on a case-by-case basis.</p>	
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No.	Agenda Item		ACTION
11.	Governance	<p>a) The Governor Visit Report had been circulated in advance. There were no questions regarding this.</p> <p>b) The Maintained Schools Governance Handbook was to be circulated. GK confirmed there was nothing new to note, the information was simply collated.</p> <p>ACTION: JP to circulate The Maintained Schools Governance Handbook</p> <p>c) The proposed membership of the Red Kite Alliance was discussed in depth with KS expressing concern over the impact on the strength of the federation. Governors agreed that KJS would become part of the Red Kite Alliance but BHS would not. Governors agreed that it would be reviewed to ensure the federation was being strengthened and any indication of it being compromised would lead to an immediate review.</p> <p>ACTION: It was made clear that there was no implication that Red Kite was being investigated beyond the training alliance which would replace the membership of the Yorkshire Alliance and the ECT framework provider. It was made clear that KJS's relationship with the White Rose Alliance would not change. These points are to be raised with Red Kite in advance.</p>	<p>JP</p> <p>CM</p>

No.	Agenda Item		ACTION
12.	Policies	<p>The below policies have been circulated in advance. JW said that PD had submitted several spelling and formatting changes to be made to him.</p> <p>ACTION: JW to update PD's corrections within the relevant policies.</p> <p>A formal request was made for an extension to review the SEND & Inclusion policy, with the aim of submitting it in May for approval due to relevant staffing changes. Governors ALL accepted the request for the extension.</p> <p>Governors unanimously agreed to the policy changes.</p> <p>Federation Budget Management Policy Charging and Remission Policy Educational Visits Policy</p> <p>BHS Relationships and Sex Education Policy- Federated? Behaviour for Learning Policy SEND Policy (S) SEN Information Report (S)</p> <p>KJS Sixth Form Admission Policy Relationship and Sex Education Policy Remote Learning Policy Monthly Safeguarding Report Safeguarding Audit Action Plan</p> <p>HR Federated Flexible Working Policy and Flow Chart NEW Travel and Expenses Policy Leave Policy and Leave Guidance SCR Guidance</p>	JW

No.	Agenda Item		ACTION
13.	Any Other Business	<ul style="list-style-type: none"> KS reported that the consultation to permanently close BHS Sixth Form had progressed to the next stage though there had been objections from Kirk Hammerton and Whixley Parish Councils. 	

Date of next meeting: **16 May 2024 at 6.00 pm at Boroughbridge High School**

The meeting ended at **9:00pm**

Malcolm Dawson (Chair): _____

Dated : _____

ACTIONS ARISING FROM MEETING:

4. Approval of mins	To amend the minutes to a true reflection.	AH
4. Approval of mins	To consolidate governor training logs	JP
4. Approval of mins	To check and complete gaps in the register of declarations	JP
5. Data	To email a summary of the KJS data to Governors.	SG
6. Safeguarding	To investigate with the Network Manager online safeguarding checking systems for school devices at home.	JW
8. Business Services	Send link to governors to the Cyber security training, Governors should ALL complete the training.	JW / ALL
10. Pastoral	To ensure Attendance policy is in line with statutory guidance before the end of the summer term.	PM
11. Governance	To circulate The Maintained Schools Governance Handbook	JP
11. Governance	Clarify RKA relationship boundaries, WRA status to remain,	CM
12. Policies	To update PD's corrections within the relevant policies.	JW