



## FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

### Minutes of Meeting of the Federation Governing Body 25 January 2024 at 6.00pm at Boroughbridge High School

**Present:** Andrew Howard (Chair); Pat Dunnill; Kathryn Stephenson (Head BHS); Clare Martin (Head KJS); Brian Horner; Ian Yapp (arrived 6.35pm); Antoinette Bell; Cerys Townend; Andrew Town

**In attendance:** Justin Waters (Director Business Services); Jeanette Parker (Clerk); Robert Grierson – BHS DHT; Paul McIntosh KJS DHT

**Apologies:** Gill Kingston, Sarah Tabor, Malcolm Dawson, Sam Meneely, Helen Handley

#### **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.	<b>Welcome and Introductions</b>	The Chair welcomed all to the meeting.  A reminder was issued of the importance of confidentiality and code of conduct.	
2.	<b>Receive apologies and consider giving consent to absences</b>	Apologies were received and consented to from GK, MD, SM, HH & ST	
3.	<b>Declaration of interests, pecuniary or non-pecuniary, for any agenda item</b>	None mentioned.	
4.	<b>Approval of the minutes of the FGB meeting held on 16.11.2023</b>	The minutes and confidential minutes from the meeting held on 16.11.2023 were <b>circulated in advance</b> and unanimously <b>APPROVED</b> as a true and accurate record. It was confirmed that actions noted in these minutes were either in hand or completed.  <b>ACTION: JP to check governor training logs</b>	<b>JP</b>
5.	<b>Safeguarding</b>	The annual and monthly safeguarding reports were <b>circulated in advance</b> for both schools and considered by governors.  Neither DSL was in attendance and governors confirmed that they had no queries.	
6.	<b>Data – for noting</b>	KJS LC1 Tracking reports were <b>circulated to governors</b> in advance for <u>noting only</u> .  Governors confirmed reviewing and no queries were raised or comments made.	
7.	<b>CONFIDENTIAL item</b>	Confidential minutes have been filed separately.	
8.	<b>For noting – SDP/Ofsted Action Planning &amp; Progress</b>	Both SDPs & LA monitoring reports <b>were circulated in advance</b> and noted as read by governors.	

No.	Agenda Item		ACTION
		<p>AH highlighted that the SDP meeting had only taken place the night before, as it had been pushed back by a couple weeks and therefore minutes weren't ready for distribution.</p> <p>CM mentioned that (Jon Norden 'JN' – LA Advisor) had been in KJS today, which was a beneficial visit. KS confirmed that BHS received level 4, therefore received a full support package and county safeguarding visits from North Yorkshire. JN has completed 3 visits so far and a further 3 are scheduled, so school was having regular input which was beneficial. KS highlighted that JN had noted in his December report that he recognised improvements had been made and he had spoken to pupils and staff and therefore had a full scope of feedback. His next visit was scheduled for 8<sup>th</sup> February and he would look at History &amp; Geography as he had done at KJS earlier today. With external visits, the focus needed to be on the 3 school focal points to align strategic oversight and challenge.</p> <p>KS added that student behaviour was slightly more challenging, which was often the case at this time of year, but that staff were maintaining standards and sanctioning more, which was reflected in the behaviour data and will level out. School was not shying away from suspensions if they were needed, however it was only a handful of students that made up a disproportionate percentage of this. RG had led CPD training with staff from the behaviour hub, with the aim of staff maintaining momentum and pushing for higher standards, aligning the behaviour hub principles. The main challenge was consistency, in particular in relation to children joining BHS from other schools and not adhering to the behaviour standards and causing disruption by wandering around the school a lot. Steps have been taken, through induction of students joining the school and explaining expectations to parents.</p> <p>The aim was for the school to have a clear evidence base so that if there was an 'abnormal' day of behaviour, it could be shown that it was atypical.</p> <p>Following a Governor challenge, there was a discussion about the drafting of the SDPs, ensuring that measurable outcomes are in place and tightening up the wording with specifics. AH confirmed that work had been done on this via the SDP sub group meeting and we would take it into account when going through each school's SDP.</p>	

No.	Agenda Item		ACTION
9.	<b>Staff surveys</b>	<p>The BHS staff survey from October 2023 was <b>circulated in advance</b> and noted by governors as positive.</p> <p><b>Governor Challenge:</b> Do you do staff surveys at KJS? Is it adhoc or do you regularly survey?</p> <p><b>Response:</b> We survey about specific things e.g. page turners and whether it is improving the culture and climate in teacher’s forms with student engagement. The next survey will be Bromcom, where homework is now set, with students also being surveyed. KS confirmed that BHS also does specific surveys, such as last night (in relation to behaviour hub) and we’d be happy to share with KJS.</p> <p>Both schools did same survey for federation and collated results. Governors agreed that it was good to get good results and to help to align results.</p> <p><b>Governor Challenge:</b> Is there a national engagement survey that you can benchmark against?</p> <p><b>Response:</b> If you buy into something you can, but it is quite expensive.</p> <p>Governors commented that positive figures can be an attraction for recruitment and good for Ofsted.</p>	
10.	<b>Pastoral data</b> Robert Grierson – BHS DHT Paul McIntosh KJS DHT under behaviour	<p>Pastoral data was <b>circulated in advance</b> for both schools and noted by governors.</p> <p><b>BHS</b>            A verbal update was provided on the report.</p> <ul style="list-style-type: none"> <li>• Attendance and behaviour had improved but there were further improvements to make. Attendance was closer to national level and persistent absence was lower than previously.</li> <li>• There has been an increase in lesson disruptions, and continued disruptions, and staff have been asked to be stricter with their classroom expectations. 1% of students are responsible for 25% of lesson disruptions.</li> <li>• Numerous referrals and adjustments have been made as a result.</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Fixed term suspensions have gone down.</li> <li>• Staff voice was positive and one of AH's visits coincided with JN's, so he could see that school and governors were working and reviewing things collaboratively. Visitors witnessed a calmer school and could generally see pupils behaving well.</li> <li>• Several students were due to start the following day, either on a managed move, following having been homeschooled or have not been in school a while so staff are expecting challenges with that.</li> <li>• Staff are onboard with issuing sanctions more consistently and progress has been made.</li> </ul> <p><b>Governor Challenge:</b> Has school sent out attendance letters?  <b>Response:</b> We have sent out 80 Leg 1 letters (which monitors for next 4wks) and 20 Leg 2 letters.</p> <p><b>Governor Challenge:</b> Have you seen an improvement?  <b>Response:</b> We have, with some children.</p> <p><b>Governor Challenge:</b> Why have you compared some attendance figures to national average and not others?  <b>Response:</b> Nationally attendance is improving in primary schools, not secondary schools. We have spoken before about % figures being distorted at BHS, as it's a small school, so a few pupils make up a bigger %.</p> <p><b>Governor Challenge:</b> Is it a common theme that boys are better than girls?  <b>Response:</b> It used to be that girls were better.</p> <p><b>Governor Challenge:</b> Is that linked to SEMH?  <b>Response:</b> Some of it is linked into SEMH.</p> <p><b>Governor Challenge:</b> Is boys' attendance also better than girls' at KJS?  <b>Response:</b> It's pretty much the same between boys and girls.</p>	

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		<p><b>Governor Challenge:</b> Where do you think you're at in relation to reaching a plateau of recorded poor behaviour incidents, and then seeing further improvement?</p> <p><b>Response:</b> I've asked staff to increase expectations and apply sanctions and we are seeing a positive shift, so there may be continued increase in recorded incidents.</p> <p><b>Governor Challenge:</b> Are you confident that focusing on sanctions will not lead to more passive lessons?</p> <p><b>Response:</b> We always focus on three phases of learning, and lessons need to be engaging so that students can be focused and engaged.</p> <p><b>KJS</b> A verbal update was given on the attendance report.</p> <ul style="list-style-type: none"> <li>• There was regular contact with parents regarding attendance. There was a weekly newsletter that reinforced attendance and over 1,000 hits were achieved, so the message was getting through and text messages were also sent, with school following DfE guidance and also texting at the start of each half term, which proved to be powerful.</li> </ul> <p><b>Governor Challenge:</b> Is there more persistent absenteeism in FSM/Ever 6 etc students?</p> <p><b>Response:</b> Our stats show it's 43% and the national average is the same.</p> <p>There was a discussion about SEND absenteeism and current priorities.</p> <p><b>PM presented</b> a behaviour PPT <b>in the meeting.</b></p> <p>It was highlighted that Years 8 &amp; 9 presented more difficult behaviour challenges and it tended to be persistent disruptive behaviour. Nationally the main points were disruptive behaviour, verbal abuse, threatening behaviour towards adults &amp; physical assault.</p> <p>Governors agreed that if school could maintain below national average, this was positive and everyone should be happy with the results.</p>	

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		<p><b>Governor Challenge:</b> Over the last few years, we've increasingly heard concerns nationally about behaviour in schools. How are you finding it?  <b>Response:</b> It can be perception based. It is challenging and being in education is difficult for numerous reasons, with stats showing it's more challenging since the pandemic. School has to hold the line and we made a clear decision that, for example, no student will vape and after half term we will focus on uniform.</p> <p><b>Governor Challenge:</b> Would you do a survey like BHS do with staff?  <b>Response:</b> Yes, we discuss learning patterns and at KJS we want to keep things tight.</p> <p>Governors confirmed that both schools had their support as acknowledged that it was challenging with either having low attendance, or getting students back in school, which then resulted in higher levels of bad behaviour. It was agreed that if a student warranted a fixed term exclusion, then school needed to do it.</p> <p>There was a brief discussion about holding panels for pre-15 day suspensions and making it more informal, as a preventative measure, therefore also needing less resource. It was agreed that if these panels are helpful, governors would support them, although it would not be necessary for a full panel of three governors to be convened as it was not a statutory requirement to hold these meetings.</p>	
11.	<b>Finance update</b>	<p>A <b>verbal update was provided</b> following the Executive Finance Group.</p> <p>Headlines from the meeting:</p> <ul style="list-style-type: none"> <li>• The financial position for BHS was weakening in-year in terms of £25K surplus and there had been a conversation about agency fees. Approx. £40K of previous ground that had been made, had been lost.</li> <li>• There was a recruitment freeze at KJS in November, which had caused operational difficulties, but nothing that had been detrimental and some movement of staff within roles being required.</li> </ul>	

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		<p><b>SFVS</b>  This was an important document for governors to review and approval was sought. It was confirmed that BH had spent significant time supporting JW in reviewing this document. There were no challenges or concerns and BH was thanked for his input.</p> <p>This was <b>approved by ALL governors.</b></p>	
12.	<b>Business services update incl. HR &amp; Estates</b>	<p><u>HR report</u>  The HR report was <b>circulated in advance</b> and a <b>verbal summary</b> was provided.</p> <p>Subjects covered:</p> <ul style="list-style-type: none"> <li>• National living wage</li> <li>• Review of TA roles</li> <li>• A staffing overview regarding appointments.</li> </ul> <p><b>Governor Challenge:</b> With regards to Flexible Working, there have been changes in law, will school policies be updated?  <b>Response:</b> Yes, policies are currently as up to date as possible. Schools are advised of any changes incorporated by the LA and unions.</p> <p><b>Governor Challenge:</b> Have all the changes that are due been factored in?  <b>Response:</b> We will follow policies as much as the constraints of school statutory hours etc allow.</p> <p><u>Federation Benchmarking report</u>  The Federated Benchmarking report was <b>circulated in advance</b> and a <b>verbal summary</b> was provided.</p>	
13.	<b>Governance</b>	<p><u>Vision &amp; Values</u>  The statement was discussed, with governors commenting that it was comprehensive, positive and they <b>ALL confirmed acceptance of it.</b></p>	



No.	Agenda Item		ACTION
		<p><b>ACTION: Governors were asked to provide any further comments by the end of the week.</b></p> <p>If no major changes or objections were subsequently received, then CM and KS would use this to incorporate in the staff training day on 14<sup>th</sup> March.</p> <p><b>Governor Challenge:</b> Is the intention for both schools to have the same five values?</p> <p><b>Response:</b> These will be the federation values and each school will need to articulate how they each underpin them. The federation vision and values are written to express expectations for the whole organisation (including staff and governors), whereas school level equivalents would be more student focused.</p> <p><u>Federation Strategic priorities [Was this not discussed at a high level at the same time as the vision &amp; values – please can you check with KS&amp;CM? – if it was, maybe put the heading along with Vision &amp; Values]]</u></p> <p><u>Potential Alternative Provision solution</u></p> <p>CM gave an update on the meeting with Chris Reynolds ('CR') from SEND Capital to discuss a proposal for an AP facility in Knaresborough</p> <ul style="list-style-type: none"> <li>• Provision for 12 students from both schools – a step out for 12wks and then reintegrating into school.</li> <li>• Options were: <ul style="list-style-type: none"> <li>○ Building a modular building</li> <li>○ Redeveloping an area of school</li> <li>○ Using an existing, external site and working with Inspire Youth charity. They had acquired a building across from Stockwell Community Centre which could be used during the day for AP and then they would use it for the community in the evenings. As a capital investment it would be £20K but ongoing staffing would be £150K, however CR said that it didn't fit their model, as it wasn't a specialist provision for students with EHCPs but was a level below and therefore more of a preventative model. CR spoke about TMP, but this wasn't suitable as there</li> </ul> </li> </ul>	ALL



No.	Agenda Item		ACTION
14.	<b>Policies for approval</b>	<p>The following policies were <b>circulated in advance</b> and unanimously <b>APPROVED</b> as a true and accurate record:</p> <p><u>Federation</u>  Parent and Carer Code of Conduct  Careers Education, Information and Guidance Policy  Provider Access Policy  Substance Misuse</p> <p><u>HR</u>  Probationary Procedure  Probation Policy and Procedure  Managing allegations guidance  Induction Policy  Induction Policy and procedure  Induction checklist template  Guidance for school on managing allegations against staff  Recruitment selection Policy &amp; Procedure</p> <p><u>BHS</u>  Curriculum Policy</p> <p><u>KJS</u>  Home School Communications  Independent Learning</p> <p>There was a discussion about the necessity for governors to review &amp; authorise all policies when e.g. the LA approved ones were put forward to governors for noting only. There were a couple minor queries on specific elements of a few HR policies.</p>	
15.	<b>Correspondence/ AOB</b>	A consultation meeting at BHS is being held at 6pm on ?? and governors were asked if they wanted to attend.	

No.	Agenda Item	ACTION
<u>Date of next meeting:</u> <b>21 March 2024 at 6.00pm at King James's High School</b>		

The meeting ended at: **8:40pm**

Andrew Howard (Chair) : \_\_\_\_\_

Dated : \_\_\_\_\_

**ACTIONS ARISING FROM MEETING :**

<b>4. Approval of mins</b>	JP to check governor training logs	<b>JP</b>
<b>13. Governance</b>	Governors were asked to provide any further comments by the end of the week.	<b>ALL</b>
<b>13. Governance</b>	JP to add skills audit to next FGB agenda	<b>JP</b>
<b>13. Governance</b>	Governors to upload monitoring visit reports to GH in Link visit folder and copy CM in as well.	<b>ALL</b>