



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body 13 May 2024 at 6.00pm at Boroughbridge High School

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

In Attendance: Justin Waters (Director Business Services); Jeanette Parker (Clerk); Robert Grierson – BHS DHT; Paula Eastaugh (Asst HT – T&L) and Penny Town (Assoc Asst Head & SENCO)

Apologies: Gill Kingston, Andrew Town, Antoinette Stewart, Catherine Bolger, Paul McIntosh KJS DHT

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	<p>The Chair welcomed all to the meeting.</p> <p>A reminder was issued of the importance of confidentiality and code of conduct.</p>	
2.	Receive apologies and consider giving consent to absences	Apologies were received and consented to from GK, AT, CB & AS.	
3.	Declaration of interests, pecuniary or non-pecuniary, for any agenda item	None mentioned. JP confirmed that a message had been put on GH noticeboard re. confirming decs of interest, however only those that weren't compliant would receive the notification.	
4.	To consider any confidential items to be excluded from the publicly available minutes.	N/A	
5.	Notification of any other business	There was no other business raised to be discussed in the meeting.	
6.	Approval of the minutes of the FGB meeting held on 21.03.2024.	<p>The minutes from the meeting held on 21.03.24 were circulated in advance and unanimously APPROVED as a true and accurate record. It was confirmed that actions noted in these minutes were either in hand or completed.</p> <ul style="list-style-type: none"> • There were no comments or outstanding actions, other than the attendance policy, that was due to be updated in August including new legislation. • CM confirmed that RKA membership had been approved. <p>ACTION: Update attendance policy to include new legislation.</p>	JW

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7.	Matters arising from the minutes, not covered elsewhere on the agenda.	N/A	
8.	Careers	<p>Career provision at KJS and the Gatsby benchmark report was circulated to governors in advance of the meeting and a verbal update was due to be given by the careers leader, CB, however apologies had been sent prior to the meeting.</p> <p>PT provided a written update for BHS during the meeting and read through the distributed report.</p> <p>PT said that the provision was tracking at 100% for all benchmarks, except 6 which was only 50% and this was due to not offering work experience at KS4, which had been moved up to KS5. However now with no Sixth Form, the benchmark wouldn't be met, so that needed addressing. To meet benchmark, there may be opportunities to work with Yorkshire Ambulance Service in their call centre for a day. BHS was taking part in a project, collaborating with Enterprise, who assist when areas of weakness are identified. This was a good partnership and a good example of how the careers hub has helped BHS. It has been recognised nationally it's a weak area that needs addressing.</p> <p>Governor Challenge: Does that involve a group of students or whole year group? Response: The whole year group.</p> <p>LK helps with networking, career support and Y10 day. Employers go into school to meet students and they in turn interview the employer about the business and speak to some of their employees. Last year it was a whole day and a couple companies helped with CV writing, interview skills etc and the hope was to do the same this year.</p> <p>A governor added that Reed Boardall, the biggest cold storage in Europe, was based in Boroughbridge and they were very supportive, looking to introduce apprenticeships and keen to work with school.</p>	

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		<p>Whole staff CPD had been provided so that all were informed of where their responsibility lay to encourage student career progression. PT had worked with middle leaders to provide resources to fill gaps and a parent/carer evening was held, to update on the latest opportunities. The same will be done next academic year, inviting local providers and involving students before starting Y11.</p> <p>Some Y11 students might struggle post-16 and therefore learning about employability skills, teamwork etc had been well received by students. Harrogate College & other post-16 facilities had presented at assemblies and held a Q&A during lunchtime. The Head of KJS Sixth Form had gone into school to present and students were invited to their information evening. The biggest challenge was capacity as previously there had been a full-time careers advisor, with p/t assistance but it was now just KM one day a week and there was less capacity from PT as she was now SENCo. It was difficult to get companies involved with BHS as it was a small school and it was therefore a case of working at a local, community basis.</p> <p>Governor Challenge: Benchmark 6 – what does the 50% mean? Response: It means that not all the students are managing to get work experience.</p> <p>Governor Challenge: How are business identified? Response: We do a quality visit to a workplace to see if suitable and the opportunity doesn't have to be work experience in the traditional form.</p> <p>Governor Challenge: Do you or KJS offer traditional work experience? Response: No, it is not a requirement anymore.</p> <p>Governor Challenge: Have there been any Federation discussions re. sharing resources for employers? Response: Karen works 4 days a week at KJS and 1 day at BHS, so it's a collaboration.</p>	

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		<p>Governors agreed that ideally, going forward, there should be one report covering both schools and there was a discussion about it being a strategic role spanning across the Federation.</p> <p>Governor Challenge: Is there any opportunity for the role itself to be an apprenticeship role?</p> <p>Response: Perhaps there is potential for the admin side to be, under the monitoring and leadership of SLT.</p> <p>Governors spoke about the need to avoid duplication of work and highlighted that as both schools had Benchmark 6 as a priority, it made sense to work together, strategically. CM highlighted that ordinarily this could have been the case but the careers leader worked over the two schools and therefore didn't have capacity.</p> <p>ACTION: CM and KS to review how the careers' role could be more collaborative. This would eliminate duplication and ensure that opportunities were not being missed.</p> <p>CM read through the KJS careers report, shared with governors ahead of the meeting, and said that any questions could be forwarded to CB. This included a summary of Gatsby benchmarks as of 8th March '24. An area for improvement identified by Ofsted were the insufficient opportunities for pupils to engage meaningfully in the world of work. The report highlighted that Point 6 (experiences of the workplace) scored somewhere between 37% - 50%. The plan was to introduce this the year after next that as part of recruitment for the Sixth Form, with students at the end of Y12, expected to do work experience. It was ready to be built into the following year's marketing and there were already several employers lined up. The Careers Fair was scheduled for 24th June.</p> <p>CPD was planned for staff to integrate careers into curriculum and learning, and to consider putting up displays for profiling suitable careers. There were lots of social enterprises involved with the school but not many commercial businesses.</p>	<p>CM/KS</p>

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		<p>Governor Challenge: If schools aren't doing work experience, what's the ask of local business if we're not asking them to join the business on.</p> <p>Response: Y9 – business talks to them, they visit company and then work on project and then present back to business. A pilot scheme that ?? would want to replicate in upper years. But 10 Forms at KJS, so need 10 businesses to be willing to take this on.</p> <p>Governor Challenge: If students don't pay the Y12 donation for the Work Experience programme, can they still do it?</p> <p>Response: As a maintained school then students don't have to pay to be eligible if in term time.</p> <p>CM said that it was unlikely KJS would get to 100% unless actual work experience was offered. There was a discussion about linking curriculum visits (e.g. business studies, geography etc) into work visits, as these counted, and a discussion would be held at staff level to see who they are already involved with in these projects and whether this could be developed further.</p> <p>PT left the meeting at 7pm.</p>	
9.	SDPs: Quality of Education	<p><u>KJS</u> PE went through the reading presentation, that was shared during the meeting and referenced the reading briefing paper that was circulated in advance.</p> <p>Governor Challenge: Is Y8 problematic for reading across all schools or just KJS?</p> <p>Response: Other schools didn't seem to have a particular problem in Y8, however the whole of KS3 is an issue across all schools and in primary, it's Y5 that are now a problem too.</p> <p>PE left the meeting at 7.39pm</p> <p><u>BHS</u> The Quality of Education report for BHS was circulated in advance to governors.</p>	

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		<p>RG read through his report, which covered the quality of learning in the classroom, and he said that Ofsted link quality of education to attainment. Last year outcomes had not been strong but this year they had improved, although were still below average. However, there were significant improvement when students with low or non-attendance were not included. Teachers were challenged to think of what other methods they could use and how to change techniques to try different ways of engaging students to get better results. There was also now a substantive head of French appointed, and an enthusiastic French teacher, so the department would be at full capacity in September.</p> <p>The first phase had been the behaviour hub and getting students to engage in lessons and behave better. Classroom truancy had fallen so the focus was now on improving quality of the lessons, as expectations had risen, with school continuing to raise the standards. RG said that behaviour was now under control and teachers had rediscovered the joy of teaching and were now getting the students to discover the joys of learning. He added that a few things needed to be readdressed to maintain the momentum.</p> <p>There was a behaviour hub action plan and staff, students and parents were surveyed, which will be repeated in September and an audit will be undertaken. RG offered to share the initial survey at the next board meeting.</p> <p>Governor Challenge: Do English and Maths know the gaps? Response: Heads will have conversations and will be made aware of where there are matches and where there aren't.</p> <p>It was mentioned that there hadn't been many governor visits into school, in terms of reviewing quality of teaching and learning etc and it was reiterated that all were welcome. There was a discussion about the demands on governors when doing disciplinary panels and recruitment interviews, in addition to board meetings and committee meetings and therefore not much time for link visits.</p>	
10.	Safeguarding	The annual and monthly safeguarding reports were circulated in advance for both schools and considered by governors.	

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		<p>Incidents of self-harm were increasing at KJS.</p> <p>Vaping – was still evident at BHS although it appeared to be declining, however there was no complacency as it may be that students were cleverer at hiding it. There had been a slight decline at KJS.</p> <p>There was a discussion about searches under suspicion and children who had an addiction or families that needed support, the types of drugs and the difference between drugs being on a child i.e. they're in possession vs having a trace on them, acknowledging that some students will e.g. smoke cannabis out of school. A couple years ago police had supplied school with wipes that turned purple if traces were found and BHS had used them.</p> <p>Schools needed to identify whether any cases discovered were a blip or whether there was a trend starting, however when a PCSO had recently been into school, they had not discussed drug use being on the rise in community, more issues around alcohol, reckless driving & anti-social behaviour.</p> <p>RG said he attended monthly MACE meetings, when schools could be made aware of the latest drugs or any rise in concerns etc.</p> <p>Governors confirmed that they had no queries.</p>	
11.	BHS Progress Data and BHS/KJS IDSR data for noting only.	<p>BHS Y10/Y11 data was circulated to governors in advance of the meeting.</p> <p>KS said that the Progress 8 figure for 2023 could be where the school was challenged. CM highlighted English and KS confirmed that the results for the third set of mocks weren't as good, using the forecasted data and focus was required on those that needed intervention. English outcomes had fluctuated over the years, however there were no concerns in terms of competency. RG line-managed English and he confirmed that lessons were engaging but perhaps needed more rigor.</p>	

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		<p>There had been more of a focus on exam technique and what students would be asked, following outcomes of Student Voice, when students said they didn't feel as prepared as they could do.</p> <p>Governor Challenge: Do they have opportunities to work through this?</p> <p>Response: Yes, they can model the work and they have said that it helps. Today they seemed to come out of their exam happy.</p> <p>Governor Challenge: Linking the data to quality of education, can we be certain that in most lessons, students are getting the content and knowledge out of them as they should be?</p> <p>Response: Our big drive was to establish a stable behaviour system to allow staff to provide effective, constructive lessons. We are now looking to continue to increase the level of challenge in lessons and every time we've done an initiative e.g. through CPD, we've followed up with quality assurance and are reviewing progress daily.</p> <p>BHS/KJS IDSR data was circulated to governors ahead of the meeting for <i>review only</i>.</p> <p>Governors confirmed reviewing and no queries were raised or comments made.</p>	
12.	Behaviour & Attendance	<p>BHS updates were circulated in advance to governors and acknowledged as read.</p> <p>Governors requested that to assist monitoring whether trends were indicating better or worse, something like arrows were added to the report. There was also a discussion about aligning the reports from both schools so that they were in the same format so easy to correlate the two and then each school could have their own commentary. Both schools used Bromcom but they were set up differently, so furnished different formats. It was agreed that aligning the best parts of both reports, would create a consistent report model.</p> <p>ACTION: KJS and BHS to work together to create a useful report, with an executive summary and commentary e.g. outlining what had changed since last time & what concerns they had etc.</p>	CM/KS

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		<p>There was a brief discussion about attendance figures appearing lower, when students were allocated a place but then didn't attend, and they were therefore on roll which made figures drop.</p> <p>KS said that since the attendance officer had started, and firm structures implemented, then staff had noticed more families were considering 'home educating'. The school was legally bound to accept parents' requests to take students off roll and use the agreed process to inform NYC, who then become responsible for their education. When students moved from home education back into school, they can't go straight into a full curriculum, a gradual approach was needed, which then affected attendance.</p>	
13.	Finance update	<p>Management account summaries for both schools were circulated to governors in advance of the meeting.</p> <p><u>KJS</u> JW said that this would be discussed at the EFC meeting, however KJS had come in at a deficit of £25k, which was better than initially forecast. It had initially gone down to £11k but the extra costs related to energy, property and teacher pay awards.</p> <p><u>BHS</u> There was a £133K surplus as £100K funding had been awarded, so for a school with low student numbers it was a positive position. There had been a little drop from the previous forecast, however as it had been difficult to recruit positions, supply costs had affected that. This remained a concern, although recruitment was discussed weekly. There was no capital reserve.</p> <p>Catering will drop down as JW was looking to hold the price of the standard meal deal but taking the drink out. The price had remained the same for the past 2yrs but catering was making a loss. BHS however makes a profit but they have tighter staff.</p> <p>Governor Challenge: What is the DfE funding mistake? Response: They had said they would fund pay a rise, up to 3.5%, but made an error with the figures, which hit the forecast with a loss of £63K which carries forward. It has been well</p>	

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		<p>documented in the press but unless you're close to school finances most people don't appreciate the actual impact it has.</p> <p>JW added that the DfE led £100K funding was a one-off, which had been a pleasant surprise.</p>	
14.	Business services update incl. HR, H&S & training.	<p><u>HR report</u> The HR report was circulated in advance and a verbal summary was provided.</p> <p>An update was provided on the restructuring at KJS and there was a discussion about the effect that this had on members of staff and their morale, as well as a few unexpected consequences that had arisen.</p> <p>JW said that the business case had been approved and the changes with staff were being phased in. Some have already happened, others were happening into June, with it all being finalised by the end of the academic year.</p> <p>JW confirmed that there should be some additional information by mid-May on pay awards.</p> <p>There was a lot of staff movement and resultant changes in responsibilities, and it was therefore a challenging time balancing teams and departments, with a lot of vacancies which was time-consuming. HR supported BHS as well, so they needed to plan strategically as had a stretched capacity.</p> <p><u>H&S committee meeting</u> The minutes of the meeting were circulated in advance and a verbal summary was provided, including:</p> <ul style="list-style-type: none"> • The insurance issue has gone legal. • Radon testing has been undertaken. • Building and repairs • iPads have been swapped out after lots of work and tenders. • Minibus tender 	

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		<ul style="list-style-type: none"> Floods – JW presented an update with images, showing the effects of the flooding that happened on Monday teatime. An emergency team was sent in and then JW and colleagues went into school to get a lot of water out. At 5.30am the next morning, the team went in again to enable students back into school. Lots of areas were out of bound as a result, including the food hall, changing rooms, IT rooms etc. <p>Cracks were appearing on the sports hall floor, which was constructed with concrete floor tiles and JW was not sure what the structure was like under it. This had been cleared up and was where exams were taking place, however the cracks were monitored daily. The company supporting school in the clear up and assessment works, said that the hall won't be okay for PE but should be safe for exams.</p> <p>Governor Challenge: What will the cost of repairs be? Response: It will be over £500,000.</p> <p>Governor Challenge: What is the excess on the policy? Response: It is £500.</p> <p>JW highlighted that one obstacle was who the principal client was as he wasn't certain whether it would be the LA or KJS, however he was proceeding as though KJS were and had raised things with the appropriate channels. If everything went well, work should be underway shortly, with some asbestos removed over half term and the food court etc worked on over summer. The computer rooms also needed reinstating; therefore PAT testing needed to be arranged.</p> <p>Much of the premises was unusable and JW and many of his team would be working on this from May half term until summer, with teams of contractors working overnight, weekends and over summer. The coordination and submission of claims was time consuming as was managing contractor relationships. JW added that the loss adjuster still needed to accept the claim and then contractors could get back to work. The Y11's going off for GCSE's was actually helpful, as there was more capacity in school. The work needed to be signed off by the Secretary of State as was such a big spend.</p>	

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		<p>Governor Challenge: Who appoints the contractors? Response: The loss adjustor appointed the contractor, and then two supporting contractors.</p> <p>Governor Challenge: It was an unprecedented downpour but is school confident that there aren't issues with the roof or pipe blockages? Response: We don't think contractors will find any issues; the drainage system was just overwhelmed.</p> <p>JW added that the time and resources spent resolving this had a knock-on effect across school and the remedial works would have a knock-on effect to the rest of the summer programme of works such as painting that had been planned.</p> <p>Signed off legionella work at BHS, needs to be closely managed.</p> <p>Governor Challenge: In terms of exams, have you got other places for them to be held? Response: There are the gyms and we have been assured that if other space is required, this can be turned around quite quickly.</p> <p>Governors thanked JW and his team for all their efforts and time spent trying to rectify the situation and the additional workload that this brought.</p>	
15.	Governance	<p>BHS LA final visit reports for April were circulated to governors in advance of the meeting.</p> <p>There had been no link visits, the H&S one had been postponed due to the flooding and PD had visited the Sixth Form, but it was a 'meet the team' visit.</p> <p>There was a brief discussion about 5.30pm starts for FGB meetings in the new academic year and whether they would remain on Thursdays.</p> <p>ACTION: Link visits to be booked prior to next meeting.</p>	ALL

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16.	Policies for approval	<p>The following policies were circulated in advance and unanimously APPROVED as a true and accurate record:</p> <p><u>Federation</u></p> <ul style="list-style-type: none"> • Substance Misuse Policy • Social Media Policy • Inclusion and SEND Policy • Children in Care Policy <p><u>BHS</u></p> <ul style="list-style-type: none"> • Behaviour for Learning Policy (should have been at March's meeting) • Pupil Remote Learning Policy <p><u>KJS</u></p> <ul style="list-style-type: none"> • Assembly Policy • Literacy Policy • Marking & Feedback Policy • Tutoring Policy • Initial Teacher Education (ITE) Policy • Bursary Fund Policy (16-19) Statement • Behaviour for Learning Policy • Physical Handling and Physical Intervention Policy (March Addendum) <p><u>HR Federated</u></p> <ul style="list-style-type: none"> • Extended Unpaid Leave Policy • Flexible Working Policy & Procedure • Hearing and Appeals Procedure • Guidance for Schools on Managing Allegations against those who work or volunteer with children • Reorganisation, Redundancy and Redeployment Policy • Reference Policy & Procedure • Parental Leave and Pay – Policy, Procedure and Guidance 	
17.	Correspondence/ AOB	CM updated that GK had been appointed to DSL.	

No.	Agenda Item	ACTION
<u>Date of next meeting:</u> 04 July 2024 at 5.30pm at King James's High School		

The meeting ended at: **8.55pm**

Malcolm Dawson (Chair) : _____

Date: _____

ACTIONS ARISING FROM MEETING :

6. Approval of the minutes from 21.03.2024.	Update attendance policy to include new legislation.	JW
8. Careers	CM and KS to review how the careers' role could be more collaborative. This would eliminate duplication and ensure that opportunities were not being missed.	CM/KS
12. Behaviour & Attendance	KJS and BHS to work together to create a useful report, with an executive summary and commentary e.g. outlining what had changed since last time & what concerns they had etc.	CM/KS
15. Governance	Link visits to be booked prior to next meeting.	ALL