



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body 19 September 2024 at 5.30pm at Boroughbridge High School

Present: Andrew Howard (AH) (Vice-Chair); Kathryn Stephenson (KS) (Head, BHS); Clare Martin (CM) (Head, KJS); Brian Horner (BH); Ian Yapp (IY); Cerys Townend (CT); Sam Meneely (SM); Antoinette Stewart (AS); Gill Kingston (GK)

In Attendance: Justin Waters (Director Business Services); Carolyn Mullins (CM) (Clerk); Chris Walker (CW) (Senior Governance Officer NYC); Sarah Bloomfield (SB) (Associate Headteacher); John O'Hara (JO) (Assistant Headteacher); Stuart Giles (Assistant Headteacher); Paul McIntosh (PM) (Deputy Headteacher)

Apologies: Malcolm Dawson (MD); Pat Dunnhill (PD); Sarah Tabor (ST)

<p>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</p>
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No.	Agenda Item		ACTION
1.	Welcome and Introductions	<p>The Chair welcomed everyone to the meeting.</p> <p>A reminder was issued of the importance of confidentiality and code of conduct.</p> <p>Governors agreed to re-arrange the agenda and consider the election for chair and vice-chair.</p>	

No.	Agenda Item		ACTION
2.	Election of Chair and Vice-Chair	<p>AH proposed that the elections for the position of Chair and Vice-Chair be deferred to the next meeting. The process, as set out in the Standing Orders, had not been fully applied and this option would also give a better opportunity for all governors to consider standing for the positions. AH asked all governors to consider standing for the posts.</p> <p>If agreed by governors, AH would Chair this meeting in his capacity as Vice-Chair and in the absence of Malcolm Dawson, the Chair. This had been discussed and agreed between them in advance of the meeting. They would continue in these positions until the elections at the next meeting.</p> <p>Resolved: Governors agreed with the proposal.</p> <p>Action: Election of Chair and Vice-Chair to be added to the next FGB agenda</p>	Clerk
3.	Receive apologies and consider giving consent to absences	<p>Apologies had been received from MD, PD and ST.</p> <p>Resolved: Apologies were noted and consented to.</p>	
4.	Declaration of interests, pecuniary or non-pecuniary, for any agenda item	<p>Resolved: None declared.</p>	
5.	Approval of the minutes of the last FGB meeting.	<p>The minutes from the meeting held on 4 July 24 had been circulated in advance.</p> <p>Resolved: The minutes of the meeting held on 4th July 2024 were approved as a true and accurate record and signed by the Chair of the meeting.</p>	
6.	Matters Arising from the minutes not covered elsewhere on the agenda.	<p>All actions had either been completed or included on the agenda for this meeting except:</p> <p><i>Action 6: Attendance policies to be updated to align with statutory guidance by the end of term and to be presented to next FGB for formal ratification.</i></p> <p>Item 17 refers.</p>	

No.	Agenda Item		ACTION
		Action: Attendance policy to be circulated to governors for comment and brought back to the next FGB meeting for formal ratification.	JW
7.	Approve for adoption a) FGB Standing Orders b) Terms of Reference FGB, EFC and Performance Management Committee) c) FGB Code of Conduct	<p>All documentation had been circulated in advance of the meeting. Governors adopted the Code of Conduct and approved:</p> <ul style="list-style-type: none"> • the Standing Orders for 2024-25 • the Terms of Reference for the FGB, EFC and Performance Management Committee. <p>Governors noted that the Headteacher’s Performance Committee would meet to review performance against the previous year’s targets and that new targets would be set in line with the new appraisal policy.</p> <p>Resolved: governors approved the standing orders, terms of reference and code of conduct.</p>	
8.	Confirm Committee membership	<p>Membership of the committees was agreed as follows:</p> <p>Executive Finance Committee (EFC)</p> <p>Malcolm Dawson, Andrew Howard, Brian Horner, Ian Yapp, Pat Dunnill + Headteachers and Justin Waters form the Executive Finance Committee. PD would like to reduce her governor workload in the future. AH made the point that new governors might consider joining the committee in the future.</p> <p>Action: Membership of the EFC to be reviewed once new governors are in post.</p> <p>Headteacher Performance Management Committee Malcolm Dawson, Sam Meneely, Antoinette Stewart</p> <p>Skills audit A skills audit had been undertaken recently and would be analysed to identify any skills gaps to inform governor recruitment and any training requirements. Governors agreed that a skills audit should be undertaken regularly.</p>	Chair

No.	Agenda Item		ACTION
		<p>Governor vacancies and term end dates</p> <p>It was noted that the term end date of six current Co-opted governors is 3rd January 2025.</p> <p>It was noted that according to the Instrument of Government, there are currently five governor vacancies on the Governing Body. Adverts for potential governors could be tailored to highlight desirable skills that would enhance the expertise of the governing body.</p> <p>Q. Whilst the skills audit would be very useful in recruiting new governors, should we also look at the diversity of the group when considering appointments of Co-opted Governors? How could we do this?</p> <p>A. The Department for Education encourages school governing bodies to periodically assess whether the governing body is representative of the community it serves. There are surveys that can collate information about the diversity of the governing body. The DEF use GIAS to collect data, however, there are other surveys that could be used. This can then inform the recruitment process.</p> <p>Action: MD to speak with PD, BH, AH, SM, ST AND IY to ascertain if they would like to continue as governors.</p> <p>Action: Governors agreed to review the governor terms of office, identify skill gaps, and consider succession planning at the November meeting. Clerk to add to agenda.</p>	<p>Chair</p> <p>Clerk</p>
9.	Actions for all governors	<p>AH reminded governors to complete the register of business interest forms and to confirm that they had read Keeping Children Safe in Education (2024) via Governor Hub.</p> <p>Action: Any outstanding declarations to be completed asap.</p>	All
10.	Confirmation of link governor roles.	<p>The following Link Governor roles were identified, and governors confirmed the following governor appointments to those roles:</p> <p>Behaviour and Attendance: Andrew Howard Safeguarding: Sam Meneely and Sarah Tabor SEND: Pat Dunnill Health and Safety: Brian Horner and Pat Dunnill</p>	

No.	Agenda Item		ACTION
		Pupil Premium: Ian Yapp Sixth Form: Gill Kingston with support from Pat Dunnill Well-Being: Antoinette Stewart Careers: Antoinette Stewart School Improvement Committee sub group (SIP): Ian Yapp, Malcolm Dawson, Andrew Howard and Headteachers	
11.	Safeguarding	<p>The monthly safeguarding reports for both schools had been circulated in advance of the meeting. SM provided a verbal update which included the following points:</p> <ul style="list-style-type: none"> • The Safeguarding Audit would be discussed as an item at the November meeting. • Child Protection Manuals were now in place at both schools. • Staff had attended all the safeguarding workshops at the training event recently provided by the LA. • The DSL would provide governors with a safeguarding training session, either face to face or online to update governors on best practice. <p>Governor questions Q: How can the governing body be assured that the school is addressing all of its safeguarding responsibilities? A: Governors receive a range of internal and external validation for example through the Safeguarding Audit and through the regular safeguarding visits undertaken by the Senior Education Advisor (SEA). Ofsted also review safeguarding during their inspections and subsequent reports. As senior leaders we share as much information as we can at governing body meetings and the link governors are able to visit the schools to triangulate this information. Governors can ask questions and challenge at any point.</p> <p>Q: Do you have any safeguarding concerns to report at the moment? A: No</p> <p>Q: Why has the Single Central Record (SCR) been checked recently at BBH? A: All category 4 schools receive regular reviews of the SCR. This review formed part of that process. It's a useful process. Just to note, that the KJS have introduced a new format for their SCR.</p>	

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		<p>Governors were reminded to ensure that they had completed any outstanding safeguarding training, including ensuring that they had read the latest KCSIE document.</p> <p>Action: Governors agreed to consider a discussion on the role of governors and safeguarding at the Strategy Day in November.</p>	Chair
12.	<p>Review of summer 2024 outcomes and destination data.</p>	<p>The data reports for both schools had been shared in advance of the meeting.</p> <p>Boroughbridge High School KJS reported that:</p> <ul style="list-style-type: none"> • The P8 score was -0.53. This was a disappointing outcome when matched against the tracked score of -0.3. • The data had been impacted by the high levels of persistent absence but even without this cohort the results were disappointing. • An analysis of the reasons had been undertaken which highlighted low resilience and motivation as key factors. • A plan had subsequently been put in place to target those areas requiring improvement. • Increasing and improving pupil engagement was a key priority. <p>SB highlighted the progress that had been made which included:</p> <ul style="list-style-type: none"> • the numbers of pupils achieving the Basics (4-9) and Basics (5-9) outcomes had increased from 40% to 56.5% and from 18.3% to 30.4% respectively. • Outcomes in Maths and English had also improved significantly on the previous year. • Outcomes for boys had noticeably improved across the board on the previous year. • Improvement had also been evidenced in the outcomes for the pupil premium and SEND pupils. <p>SB reported that:</p> <ul style="list-style-type: none"> • despite this progress, outcomes were still not where the school would like them to be. • Attendance levels had impacted on outcomes. 	

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		<ul style="list-style-type: none"> • The data had been analysed to look at the outcomes for those pupils who had been with the school throughout their journey and those who had joined at a later date. The evidence showed that the outcomes were higher for those pupils who had been at the school throughout. • The data also showed that those pupils who were not absent did significantly better than those with poor attendance. • Plans were in place to improve outcomes which would target support to pupils on an individual basis and review each subject with the subject leaders. • The revision strategy for this year would bring it forward and include sessions during assembly. The school will also not allow students study leave during the exam period this academic year. Challenge is expected from some parents but the school believes this will improve students' performance in exams. • A number of papers had been sent for review. None had yet been changed. It was noted that there was a cost to this process. <p>Governor questions</p> <p>Q: What proportion of papers were coming back with a revised grade? A: None. 1 came back with a higher score but this had not raised the grade. To date 15 had come back. We have been offered a meeting with the exam board as we did have concerns about some of the marking.</p> <p>Q: Were the students sufficiently motivated? A: A number of students were fragile mentally and had not been able to attend all their lessons. There was some lack of resilience and aspiration. Some of this stemming from a lack of support at home. Improving resilience, aspiration and ambition is all part of our ethos and is something we will continue to drive through as a priority. Working closely with our parents will be a key part of this process.</p> <p>We have not yet had any response from parents regarding our plans to move the study leave.</p> <p>Q: Is the staff cohort now stable? A: Yes. There was some instability last year but this year we are now fully staffed.</p> <p>Q: Outcomes in the creative subjects were low. Can you explain why?</p>	

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		<p>A: This was essentially related to the cohort. There were other concerns too which we are addressing.</p> <p>Q: For the next two years there will be no progress data due to the impact of Covid. What plans do you have in place to address this?</p> <p>A: We will collate as much data as we can between May and November 2025 to use as a baseline.</p> <p>Q: Are staff doing all they can to support the progress of the students?</p> <p>A: Yes. It will take more than one year to get from RI to good. Ofsted will want to understand the reasons behind the data. We will be able to provide a narrative for all our pupils.</p> <p>Q: Do you track impact and progress?</p> <p>A: Yes</p> <p>Q: Is there any additional support that might help?</p> <p>A: More leadership support around support and monitoring of teachers would be helpful. To help support the teachers to their best in supporting the students. Smaller classes would help. But we need to be mindful of the financial context.</p> <p>In continuation of discussion about what the governing body could do to support the school to ensure everything is being done to improve pupil performance data, IY briefed the governing body on what may happen if Ofsted inspected the school, triggered by low performance data. IY referenced current guidance regarding schools causing concern. If Ofsted did complete an inspection and give a judgement of 'requires improvement' or 'inadequate' the school may be subject to intervention, or support or there is also a risk of forced academisation. Intervention may be in the form of RIISE, whereby the school may be required to work with an academy trust. on its school improvement journey.</p> <p>As a governing body, we must do all we can to support the school to significantly improve outcomes. It was noted that actions to raise standards are being prepared by the school and will be monitored by the SDP sub-group, and will be discussed at the forthcoming strategy day.</p> <p><i>Resolved: That governors note the information and continue to support the school leadership team and staff.</i></p>	

No.	Agenda Item		ACTION
		<p>Action: Governors agreed to hold the Strategy Day on 9th November.</p> <p>King James’s School The data and an executive summary report had been shared in advance of the meeting. SG highlighted the key points in the report which included:</p> <ul style="list-style-type: none"> • Improvement in attainment across most groups • Progress eight in line with national • Big improvements in attainment and progress in two priority areas – Maths and the disadvantaged pupils. • Progress not as strong as forecasted overall and higher prior attainers not displaying strong progress. • An unexpected increase in male underperformance. <p>An analysis of the data was ongoing to understand the reasons behind the lower-than-expected performance which would then be used to inform an action plan.</p> <p>Governor questions Q: Was the dip in the performance of boys across all subjects? A: No. There were pockets across many subject areas.</p> <p>CM reported that attendance had also impacted on outcomes at KJS.</p> <p>Q: Is low level disruption in class an issue? A: No.</p> <p>Q: Were staffing issues a factor in science last year? A: Yes. But we are now fully staffed.</p> <p>Sixth Form JO highlighted the key points which included:</p> <ul style="list-style-type: none"> • The lack of recent national performance data meant making any comparisons challenging. 	

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		<ul style="list-style-type: none"> • Results at A*-E and A*-C were in line and higher than national. A*-B was lower than national and had fallen when compared to the previous year. • Strong subject performance tended to mirror GCSE performance. • No consistent pattern regarding weaker subject performance. <p>Next steps:</p> <ul style="list-style-type: none"> • Individual performances to be discussed with SLT and subject leads to agree any further actions. • Identifying and sharing best practice from the highest performing subject areas. • Analysis of the impact of interventions which would help inform the accuracy of forecasting. <p>JO reported that most students in the sixth form (70%) went onto further education. JO highlighted the work of the staff team who supported the aspirational ambitions of the students.</p> <p>From last year's cohort, JO reported that 33% had got places at Russell Group universities and 73% overall had been given a place at university. The destination data for all students was tracked and the destination of only 1 student was unknown. NEET was 1% against a national average of 12%. Student retention (going into the 6th Form) was 90% up from 83%. The total roll was currently 115 with 105 from KJS. Only 1 from BBH which was disappointing.</p> <p>JO detailed the entry requirements to the sixth form and the numbers of students who had missed at each point.</p> <p>Governor questions Q: Is there a link between the quality of teaching and outcomes? A: Yes. There was some turbulence in some subject areas last year. This has been addressed.</p> <p>Q: The HR Report identifies quite a high staff turnover at both schools. Do you analyse the reasons and is there anything we can do to support? A: The turnover is in line with what we would expect in a normal year. Other factors have impacted on turnover that we would expect – such as a staff restructure and new leadership for example. We do look at</p>	

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		<p>the reasons staff leave and with a good Ofsted would hope that recruitment and retention is not an issue moving forward.</p> <p>Q: In terms of the entry requirements for the sixth form, the 6 students who didn't get a high enough pass in English and Maths – were they close to passing? A: For those students on the cusp, we remarked their papers. This still did not bring them up to the required level.</p> <p>Q: Sixth form numbers appear to be significantly down from 5 years ago. Do we know the reasons and what can we do to attract more students? A: We have tried to attract students from other schools, but the local competition is very strong.</p> <p>CM informed governors that a school wide curriculum review had been planned and that this would include a review of the Sixth Form curriculum. A key aim would be to develop a curriculum attractive to students whilst ensuring groups sizes were financially viable.</p> <p>Governors thanked JO for his detailed presentation.</p>	
13.	Documents for noting	<p>LA SEA visit reports, the Positive Regard External Report and Governor visit reports had been shared in advance of the meeting.</p> <p>Governor question Q: Are we tracking the agreed actions contained in the SEA's Report? A: Yes.</p>	
14.	Approval of PAN for 2024-25	<p>A report detailing the PAN number for 2024-25 had been circulated in advance of the meeting and was approved by governors.</p>	
15.	Business Services Update	<p>JW had shared a detailed HR report in advance of the meeting and provided a verbal update on other key concerns which included:</p> <ul style="list-style-type: none"> • The work to repair the flood damage at KJS had been completed. The work was covered by insurance, but the VAT had had to be paid which had caused some short-term cash flow challenges. 	

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		<ul style="list-style-type: none"> • A range of premises improvements had been made at both sites. • The changes to the catering provision had had a positive impact with a 14% increase in income. <p>Staffing Details had been provided in the supporting report. JW highlighted several challenges which included:</p> <ul style="list-style-type: none"> • Recruitment challenges • A review of the job descriptions for TAs had been undertaken. The LA was in the process of considering how this would impact all maintained schools. The impact at BBH would be around £20k and £60k at KJS – from 1/4/25 and had not been factored into the budget. • The Federation would ensure all appropriate policies were applied in undertaking the process. <p>Q: Do you think the new job descriptions would attract high calibre applicants? A: Hard to say but I do expect that it would increase the number of applicants.</p> <p>JW signposted governors to the Pay Policy, Capability Guidance and Health and Safety Report which had been shared with the papers.</p>	
16.	Finance Update	<p>JW had shared the draft minutes from the meeting of the EFG on governor hub and provided a verbal update of the key points which included the in-year forecast surplus of £79.3k at BBH. Falling pupil numbers in Year 7 would have an estimated impact of around £83k. At KJS one of the biggest challenges was to reduce agency staff costs. The £19k surplus had now reduced to £300.</p> <p>JW highlighted the key risks which included:</p> <ul style="list-style-type: none"> • the government grant to support the pay increases and pension costs would not cover the actual costs. • Falling sixth form numbers. The budget had been based on 120 but the actual number was 115. (The impact was around £76k) <p>This had led to a review of how efficiency savings could be made. The curriculum review would be part of this process. Governor questions Q: How many students would make the sixth form financially viable?</p>	

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		<p>A: At the moment it's just about balancing the books. 200 in total (i.e. over both years) would be unviable.</p> <p>Q: Do you have details of the catchment area – i.e., the numbers of students locally who should be attending?</p> <p>A: We are getting 70% of catchment students. This figure would be higher if GCSE Maths and English grades were higher and met the entry requirements.</p> <p>Catering The changes made to the catering provision, including the new menu, had already had a positive impact since the start of term with a 14% increase in income. A detailed presentation had been shared at the Executive Finance Committee meeting and shared in advance of this meeting. JW invited governors to attend for lunchtime meal to evidence for themselves.</p> <p>JW highlighted the discussion at the EFC over the recent flood and the need to ensure that measures were put in place to address the cause – the drainage system. If any further damage arose from flooding this should ensure no concerns if an insurance claim needed to be made. The cost was £13k and JW was in the process of seeking this funding from the insurance company as part of the claim. JW had been asked to secure the funding by December 2024. If the funding had not been secured the work would be paid for using the school budget.</p> <p>Governor question Q: Could we ask sponsors to support this work? A: It was an option but I'm not sure how many sponsors would come forward to sponsor this kind of work.</p> <p>Resolved: Governors noted the report.</p>	
17.	Policies	<p>The following policies had been circulated in advance of the meeting. The Chair asked if governors have had sight of the policies and the governors confirmed that they had. The chair invited questions, comments, and suggested amendments.</p> <p>Resolved: Governors adopted the following policies:</p>	

No.	Agenda Item		ACTION
		<p>Federated Information Governance Policies incorporating: Section 1: Document Retention Policy Section 2: Information Policy Section 3: Information Security Policy Section 4: Information Security Incident Reporting Policy Section 5: Parents and Pupils Privacy Notice Section 6: CCTV Policy (and Section 7: Privacy Notice) Section 8: Biometrics Policy</p> <p>Website Privacy Policy Attendance Policy Eye Care Policy - (New Federated Policy) LGPS Early Retirement Policy - (New Federated Policy)</p> <p>KJS Health and Safety Policy Statement Safeguarding & Child Protection Policy</p> <p>BHS Health and Safety Policy Statement Safeguarding & Child Protection Policy Self-Harm & Suicide Ideation Policy</p> <p><u>Attendance Policy</u> JW reported that the attendance policy was being finalised and would be ready for consideration at the next meeting.</p> <p>Action: JW to circulate by email for approval in principle. To be formally ratified at the next meeting.</p> <p>A governor asked whether the CCTV policy addressed issues relating to staff disciplinary matters. JW reported that all the information governance policies had been updated and that the CCTV policy had not yet been implemented.</p>	<p>JW</p>

No.	Agenda Item		ACTION
		<p>Action: JW to check this query with Veritau.</p> <p>AH thanked governors for their attendance and contributions.</p>	JW
<p><u>Date of next meeting:</u> FGB Strategy meeting 9th November 2024. Details to follow. FGB meeting 28th November 2024 at 17.30 at King James's School</p>			

The meeting closed at 8.25pm

Signed: (Chair)

Date: