



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body 28th November 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), Pat Dunnhill (PD); Sarah Tabor (ST),

In Attendance: Justin Waters (Director Business Services); Samantha Edwards (SE) (Clerk); Sarah Bloomfield (SB) (Associate Headteacher); John O'Hara (JO) (Assistant Headteacher); Stuart Giles (Assistant Headteacher).

Apologies: Malcolm Dawson (MD); Paul McIntosh (PM) (Deputy Headteacher)

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.	Nominations for Chair & Vice Chair	<p>Governors had been reminded to submit nominations for the role of COG and VCOG prior to the meeting.</p> <p>The following nominations had been received:</p> <ul style="list-style-type: none"> - COG – Malcolm Dawson - VCOG – Andrew Howard. 	

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		Governors were in unanimous agreement to accept both nominations with terms of office as per Standing Orders.	
2.	Welcome and Introductions	<p>The Vice-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>	
3.	Receive apologies and consider giving consent to absences	<p>Apologies had been received from MD and PM.</p> <p>Notification that CT and RG were running late and would arrive by 6pm.</p> <p><i>Resolved: Apologies were noted and consented to.</i></p>	
4.	Declaration of interests, pecuniary or non-pecuniary, for any agenda item	<p><i>Resolved: None declared.</i></p> <p>Governors were reminded of outstanding declarations, and all governors with outstanding declarations had been emailed prior to the meeting.</p>	
5.	Approval of the minutes of the last FGB meeting.	<p>The minutes from the meeting held on 19th September had been circulated in advance.</p> <p><i>Resolved: The minutes of the meeting held on 19th September 2024 were approved as a true and accurate record and signed by the Chair of the meeting.</i></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> <ul style="list-style-type: none"> - <i>Membership of the Executive Finance Committee</i> - <i>Terms of Office are due to expire in January, all contacted by MD, to carry over to Jan FGB.</i> - <i>Governor Skills Gaps and completion of NGA Skills Audit to circulate.</i> - <i>Parent Governor vacancy has been published, will be able to appoint for January FGB</i> - <i>Recruitment of Co-Opted Governors.</i> 	

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		<p>Action: Governors to think about how we can recruit new people. Previously had stands at parents evening and school events.</p> <p>Action: KCSIE and Safeguarding training is on Governor Hub to be completed.</p> <p>Action: Training document which states which safeguarding training needs completing, how often and sets out the process for ensuring governors are up to date on any mandatory training.</p>	<p>All Governors (re recruitment and completing outstanding training)</p> <p>DSLs (re safeguarding requirements)</p>
5.	Safeguarding	<p>The Annual safeguarding reports for Boroughbridge had been circulated in advance of the meeting. Annual Safeguarding Audit needs to be completed by end of February 2025. Monthly reports shared with governors will feed into the Audit.</p> <p>Report is an overview of what has been done last year. Many policies have been updated due to changes in regulations. Also includes a breakdown of support and concerns raised and an overview of:</p> <ul style="list-style-type: none"> • Children in need. • Child protection. • Early help. • Assessments. <p>Doesn't drill down into the incidents so these have been added for governor reference. Also includes web alerts triggered following potential online incidents of concern, and filtering and monitoring alerts.</p> <p>Q: Is the web alert received on school system?</p> <p>A: Yes, it will say who, time and what computer as well as what they have tried to access and been looking at so we can address it straight away.</p>	

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		<p>System is working well. In some cases, it closes the site down straight away. We have also today discussed AI and using this for coursework.</p> <p>Increase in time of pastoral / DSL spending with police, so we have added that in, so people are aware how much time we spend doing this. There is also a significant amount of time spent doing core group meetings.</p> <p>Had one incident which didn't fall into any categories and a further 2 incidents that went to prevent and ended up at panel.</p> <p>KJS Audit will be uploaded. Completed in same way.</p> <p>Q: - <i>Not the same breakdown on reporting at the two schools, are the systems different?</i></p> <p>A: - <i>Yes. We need to speak to ICT about this as system different here.</i></p> <p>Q: - <i>Does our system comply with KCSIE?</i></p> <p>A: - <i>Yes, it does, it sends information to ICT and is actioned, we just need numbers and names.</i></p> <p>More context in monthly report. Cross over with what we report on CPOMS as one incident can have two tags on the system.</p> <p>Q: - <i>Is the reporting and tracking across the schools difficult?</i></p> <p>A: - <i>We don't have CPOMS at BHS. Everything is tracked on Bromcom but only safeguarding staff can record officially. We record the incident and add the staff member who alerted it.</i></p> <p>A: - <i>At KJS anybody can add an incident on CPOMS, and each individual interprets which 'tag' to apply independently, sometimes leading to an inconsistency in approach.</i></p> <p>A: - <i>LA officer who can come in Spring term and do some deeper looking into things and suggested that she looks at CPOMS while she is in.</i></p> <p>Q: - <i>Anything across either school we need to be aware off?</i></p> <p>A: - <i>Had a lot more intervention wit local PC doing assemblies etc.</i></p> <p>A: - <i>PCSO Wright works in education sector and is coming in to do some work on exploitation. We have also had some discussions around knife crime and hate crime. Its very effective when somebody comes in to speak and the children do respect them.</i></p> <p>The Vice Chair noted that GK is leaving KJS and so would cease to be a governor, and governors agreed that they would like to thank her for all that she as done during her time with the school. SM is also leaving the governing board and again the board would like to thank her for all that she has done to support the governing board and both schools. Both governors will be missed. SM is happy to mentor the new governor who takes on the safeguarding role.</p>	<p>Chair (confirm safeguarding governor)</p>

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		<p>Need to have a governor who would like to take on the safeguarding link role. Governors interested should speak to SM or DSL about the role and what it involves.</p> <p>AS said, she would be happy to take it on temporarily until somebody else comes forward and will speak to SM to understand the commitment.</p> <p>Q: - <i>Could the role be shared so that it is more manageable?</i></p> <p>A: - <i>It can but its not always so full on, some times are quieter than others.</i></p>	
6	<p>Pupil Premium Strategies</p>	<p>BHS</p> <p>New Three-year plan shared to be approved. Template is provided and it's all evidence based. Attendance remains a key priority. Made good progress in attendance year on year. Last year had 15 PP in the exam cohort and six of those had attendance issues.</p> <ul style="list-style-type: none"> • 1 didn't sit any exams. • 2 didn't attend school. • 1 attended only for exams. • 2 had medical disorders • 1 had anxiety issues. <p>Year 11 attendance is the biggest focus:</p> <ul style="list-style-type: none"> • Joined attendance hub. • Appointed an Attendance officer. • We will be targeting the year 11 again, including some pupils with complex needs. <p>Progress for PP students isn't as good as it should be, however behaviour has improved and so has parental engagement. Engagement in extra-curricular activities is a focus and the end of year trip promoted this. Actions and priorities are all listed in the document. Looked at pupils' mental health and building up resilience. The statistics show that disadvantaged children are more likely to be excluded than non-disadvantaged.</p> <p>Q: - <i>Where does the additional money come from?</i></p> <p>A: - <i>Core budget.</i></p>	

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		<p>Q: - Noting that the basic approach to PP has not significantly changed – if the fundamental approach isn't different, how do we expect the gap to close? A: - Four or five of the challenges are similar, but there are important differences in the plan. Things have improved but they are still a challenge. On the last plan we didn't have an attendance officer. A small group has been formed, focused on raising achievement. Also we have different things in the curriculum including Forest School and introducing work experience.</p> <p>Q: - The Duke of Edinburgh scheme seems to be doing well? A: - Yes, it's more popular than it's ever been.</p> <p>Q: - There are no reasons why PP children can't be involved in D of E? A: - Absolutely not.</p> <p>Q: - Do they get a reduced cost? A: - Have a budget to support trips, books/ resources or additional lessons such as cooking. This money is also available for D of E, so they are all included.</p> <p>Q: - Are you confident the plan is going to close the gap? A: - Yes.</p> <p>Q: - At one point at BHS there was no gap between PP and Non-PP? A: - Yes, pre pandemic. Its no surprise that the pandemic had an impact, but the approach aims to get us back to where we were.</p> <p>Governors were in agreement to approve and adopt the plan.</p> <p>KJS Final year of a 3-year plan. Initial challenge was to get students back to pre-pandemic, and this was probably a little ambitious in 3 years. Slightly moderated the plan. Looking at attainment with aspirations of 4 & 5 in year 11.</p> <p>Sept 2023-Sept 2024: <ul style="list-style-type: none"> - Made some progress with PP Students. - PP progress and attainment remains an issue. Our PP students track very well through KS3 and Year 10. PP Students will dip at mock exams and then don't seem to recover. </p> <p>Q: - Did they have more help with the mocks this time? A: - A little. Had a lot of revision beforehand with significant impact but it does all come down to how they perform on the day.</p>	

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		<p>Q: - Do you have an attendance officer? A: - Not at the moment. We appointed an attendance officer who has since left.</p> <p>We have lost a staff member so unable to offer 1:3 tuition in KS4. Still doing maths interventions at 1:3 in KS3.</p> <p>Attendance has improved and going in the right direction, but still not comparing well against national data. Heads of Departments are charged with trying to catch up in lessons with children who have been absent and are using a buddy system to support this, which is working well to get knowledge gaps filled. Two year managers on Pastoral team have had a full ½ term and it's having an impact. Strategies within school are working; external factors remain challenging.</p> <p>Suspension rates are consistent, 41% of PP children against 21% whole school PP cohort. There has been an improvement on last year's suspension rates. Significant SEMH needs in PP children, reducing counselling service due to loss of catch-up funding from 1 day a week to half a day. Need to balance the differing needs of our pupils within financial constraints in school.</p> <p>Q: - Feedback to a governor from some Year 13 mentor students, was that they didn't feel they were used enough. They felt just going into tutor time wasn't long enough; could they attend/support a full lesson? A: - we can explore further classroom assistance, but we need to be careful not to disrupt the lessons or pull these students away from their own learning.</p> <p>Q: - PP strategies are large documents and take a lot of digesting. It's good to know qualitative interventions are taking place, but impact data is what we are really wanting to see A: - We will start feeding that back now intervention is running, and we start to receive impact data.</p> <p>Q: - You're confident you are going to close the PP attainment gap? A: - We believe that we are doing the right things. If we can get it right with all year groups, the PP stats will follow. DFE have suggested it will be 2030 before the effects of Covid have worked their way through schools. Before the pandemic, Ofsted suggested it would take 13 years to close the gap.</p>	
7.	Data Review	The data reports for both schools had been shared in advance of the meeting.	

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	<p>a) BHS Learning Cycle 1</p> <p>b) KJS Learning Cycle 1</p>	<p>BHS Executive Summary shared. Cohorts incredibly difficult across year groups. No Idea what data will be published for year 10 and 11 as no SATs were sat due to Covid.</p> <ul style="list-style-type: none"> • Year 8, on average 2 sub levels below FFT targets. • Year 9, 2.4 sub levels below FFT targets. • Year 10. Basics seem low but early in courses. High Ability and PP are the groups to watch. • Year 11. Basics are more encouraging. Attainment is higher than we thought it would be. <p>Only have a year group of 66 and we have 2 children not attending at all, who will not sit exams. 11 students with attendance sitting below 80%.</p> <p>Taken a different approach with how we approach tracking:</p> <ul style="list-style-type: none"> • Causes for concern have all been spoken to. • Attitudes to learning celebrated. • Looked at negative P8 in year 11 and these have all been spoken to. • Year 10 and 11 have had a 6-week revision program to help them earlier in the run up to mock exams. There has been a real focus with Year groups 10 & 11. <p>Q: - Are you using FFT secondary track? A: - Systems can't cope with our data so we use FFT just to generate targets.</p> <p>Q: - Do we need any information on EBacc? A: - Not meeting government target. 25 out of 66 entered for EBacc. Pathways for options allow all children have access to EBacc.</p> <p>Q: - Why is it always the higher ability pupils who struggle with progress? A: - Some of it is because if you have a target of 7 you can only move to an 8 or 9 so there is less scope to increase.</p> <p>We are challenging pupils to improve in all lessons. With such small school numbers, improvements in just one or two cases can make a difference.</p> <p>KJS Data came in last week, action plans generated for this. No real concerns.</p> <ul style="list-style-type: none"> • Year 7. 108 on benchmark at entry. • Year 8. Priority group of year 8 PP children. 	

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		<ul style="list-style-type: none"> • Year 9. Make the most academic progress. Both year 7 and 8 have cohorts where boys outperform girls and this has closed for Year 9. • Year 10. Made a pretty good start. PP group is looking good. Look at attainment for PP children, aspiration is for achieving a 4 (currently 3.93). • Year 11. Tracking at 4 as well. If we can hold them at 4 this would be good progress. • Year 12. Forecast to achieve target. • Year 13. Forecast to achieve better than last year. <p>DFE released value added scores for post 16 since covid. With no data we assume they are doing okay. Last year, year13, had a positive value for both advantaged and disadvantaged children.</p> <p>Q: - What have the changes in History been? A: - Spoken to head of History. Assessments have been re-standardised. First one hasn't come out as expected.</p> <p>Q: - Is that just at KJS or Boroughbridge as well? A: - No, just KJS.</p> <p>Q: - The action section, can you explain this more? A: - Raise Achievement Plan. The plan targets improvements in all subjects for all children.</p> <p>DFE progress 8 figures. Now at -0.48 for BHS so this has gone up slightly and KJS has not changed, still tracking at national expectations.</p>	
8.	<p>Documents for noting: SDP / Ofsted Action Plans.</p> <ul style="list-style-type: none"> a) SDP Committee b) 3 School Priorities c) Updated SDPs. 	<p>SDP Committee Feedback 3 main points for headteachers to focus on across both schools.</p> <p>KJS 3 Priorities:</p> <ul style="list-style-type: none"> - Teaching & Learning - Science - Behavior. <p>Report provides a summary for each point. Science performed badly last year for a number of reasons. Looking at behaviour, working on positive regard, expectation for staff and sense of belonging.</p> <p>BHS 3 Priorities:</p>	

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		<ul style="list-style-type: none"> - Deepening and developing values. - Teaching & learning. - Targeted Strategies. <p>Report provides a summary for each point. 3 areas are all underpinned by schools values. Continue to work hard on improving behaviour as well.</p> <p>Updated SDPs These have all been uploaded to Governor Hub.</p> <p>Resolved: Governors noted the reports.</p>	
9.	<p>Headteachers Reports – to include:</p> <ul style="list-style-type: none"> a) Pastoral Data. b) Attendance. c) Suspensions & Behavior. 	<p>Reports have been uploaded to Governor Hub for questions:</p> <p>Q: - What is Edurio? A: - A survey provider. We have a paper to bring to governors to discuss across the federation. (CM)</p> <p>Q: - Where you have amber RAG ratings, do you have any concerns that you won't achieve? A: - There are no real concerns. (CM)</p> <p>Q: - What is the difference between PAN and NOR? A: - PAN is proposed admission number, NOR is number on roll. (CM)</p> <p>Q: - Permanent exclusions – do we need to be mindful of PP children when doing the reports? A: - No, we wouldn't know that and shouldn't be told that (BH)</p> <p>A: - Same behaviour standards apply to all students. Any factors linked to them being PP children would have already been mitigated. (KS)</p> <p>Q: - Have we had or are we having an attendance meeting with LA? A: - Yes. Jon Norden is coming in on 5th December so we can see how this first meeting goes. (KS)</p> <ul style="list-style-type: none"> • KJS will have one meeting / BHS will have 3 meetings. <p>Q: - Do we need to review equality objectives as the report says these are out of date? A: - We think he looked in the wrong place so this will be rectified before the meeting on 5th (KS)</p>	

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10.	Finance Update a) Period 7 accounts.	<p>Update from JWa. There are no minutes from the Executive Finance meeting as this has been postponed as we are still waiting for the National Funding Formula to run the revised budget. Governors were in agreement it would be more sensible to have an accurate budget to discuss rather than taking an educated guess.</p> <p>KJS School isn't tracking where it should be and is showing an in-year deficit of £132,000. Mainly due to the agency cover bills to cover the 12/13 vacant posts that we haven't been able to appoint. Hoping to get to a balanced budget before the end of the financial year. Going to have to be careful if we don't see grants and NI pulled in properly. Equivalent to 1.5 FTE and 0.75 support staff wage increases. 'Fully funded' doesn't mean that all additional costs of the award are covered by central funding provided to the school., Q: - How confident are you that we can recruit these vacancies? A: - If you look at wages in real term increase, wages just aren't competitive enough. A: - Losing staff to academies who are offering higher wages and we can't get the value of these posts regraded (i.e. to be allowed to offer higher salaries). A: We are doing all the marketing that we can to try and find the people we need.</p> <p>BHS This is a different story. No variations and the school is in a good place. £72,000 ahead of where we should be but going to have some premises costs hit. Around £14,500 additional expenditure which can't all come from the premises budget. There was a lot of money spent at KJS due to the amount of work from the floods and insurance. Normal revenue budget is £140,000 plus any capital. We have spent just short of £1,000,000 and there is still so much work to do.</p> <p>Once we have all the correct information, we can bring back the correct budget. If there is an urgent need to bring the finance meeting forward from January, we will come back to you.</p>	
11.	Business Services Update: a) HR Update b) HS c) Insurance	<p>JW had shared a detailed HR report in advance of the meeting and provided a verbal update on other key concerns around H&S.</p> <p>H&S:</p> <ul style="list-style-type: none"> The H&S committee have met earlier this evening. There are some priorities that need to be taken to finance group. Need some help with building works that need to be completed by LA. 	

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		<ul style="list-style-type: none"> • Ongoing issue with a tree affecting private property. LA needs to obtain reports to be able to cut down the tree. • Flood-related work - £15-£17,000. RPA have agreed to cover this, but all the work must be completed by the same contractor (pipes & roof). Still ongoing. <p>HR:</p> <ul style="list-style-type: none"> • Supported colleague with successful return from long term sickness. • Pay negotiations are now resolved. • TA review already discussed, consultation will start early January. • Main focus on recruitment drive. <p>Q: - Did the recent appointment result in a cut to HR capacity? A: - We lowered our HR capacity because when we recruited we didn't go like for like for a HR advisory level. The consequence was a short term issue of reducing our capacity to monitor and support all HR absence cases across the federation since only one person can now do this. This will resolve itself in the medium term</p> <p>Q: - Where is DSL going? A: - Moving to a part time role in another organisation.</p> <p>Q: - You said recruitment was propping up finances. Are there any roles you should put brakes on and roles you need to prioritise? A: - We are certainly not recruiting to save money. All roles are reflected upon before we put them out to advert. Another factor is our children's needs are always changing so sometimes the money we are saving on a staff member can be utilised against a need elsewhere.</p>	
12.	Governance	<p>Skills Audit Already discussed.</p> <p>Recruitment Already discussed.</p> <p>Succession Defer until COG is present at the next meeting.</p>	

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		<p>Link Governor Feedback:</p> <ul style="list-style-type: none"> AS met with Laura Baker, very enthusiastic and passionate. The Career Development Programme has really moved forward. Acutely aware of gaps and how they will be addressed. Governor training is completed in careers as well. <p>Q: - This is a KJS focus action?</p> <p>A: - Yes.</p> <ul style="list-style-type: none"> PD met with 6th form. <p>Action: Both governors to complete and circulate Governor reports for the visits.</p> <p>Action: IY to circulate report template.</p> <p>Action: Clerk to upload docs to Governor Hub when complete.</p> <p>Some governors are struggling to access Governor Hub. Governors to contact ICT for help if they are struggling.</p>	
13.	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>The following points were noted:</p> <ul style="list-style-type: none"> Pay Policy has new values in and implementation around wording. Policy change summary circulated with policy. Section 4.3 of Pay policy includes work around reducing workload, duty of care around staff wellbeing and support and development Significant changes to Disciplinary and Management Guidance. No changes to any of the policies in HR policies. <p>Q: - In relation to the hearing and appeals policy, Grounds for appeal should be required to be very specific?</p> <p>A: - We could seek to change it, although it has been approved with the Unions and we are unlikely to succeed.</p> <p>Resolved: Governors adopted the following policies:</p>	

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		<p>Federation HR</p> <ul style="list-style-type: none"> • Appraisal • Disciplinary • Hearing & Appeals. • KJS Pay Policy • BHS Pay Policy <p>Federated</p> <ul style="list-style-type: none"> • Child Protection. • Lone Working. • Confidentiality. • Attendance. • First Aid. • Self-Harm. • Supporting Student with Medical Conditions. <p>KJS</p> <ul style="list-style-type: none"> • Behaviour, Suspension and Permanent Exclusion. • Cover Protocol • Student Internet Use. • IT Disaster Plan. • Literacy • Uniform. • Physical Handling and Intervention. • Relationship Sex Education. <p>BHS</p> <ul style="list-style-type: none"> • School Suspension 	

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14.	Correspondence / AOB	<p>There had been no items of correspondence received to note.</p> <p>SM to send through a copy of her resignation letter to clerk. It was noted that SM will be resigning from the board at the end of the year (31st December 2024)</p> <p>Need to agree the governors for the Headteacher Performance Management. Agreed as follows:</p> <ul style="list-style-type: none"> - Pat Dunhill - Macolm Dawson - Sam Meneely. <p>ACTION: PM is booked for Wednesday 16th December for both Headteachers.</p> <p>Governors to confirm interest in being part of a MAT investigation group. The following governors would like to be involved:</p> <ul style="list-style-type: none"> - CT, MD, AH and ST. <p>Currently have a 15-day PDC meeting scheduled for Wednesday 16th December at 2pm. Panel will be IY/ AH and PD.</p> <p>Clerk has also received a stage 2 complaint that will need a panel organising. Governors were in agreement to schedule this for after Christmas.</p> <p>AH thanked governors for their attendance and contributions.</p>	
15.	Dates of next Meetings:	<ul style="list-style-type: none"> • SIC – 15th January 2025 at 16.00 at KJS (Clerk to attend virtually) • Finance – 23rd January 2025 at 17.30 Virtual • FGB – 30th January 2025 at 17.30 at BHS 	

The meeting closed at 8.15pm

Signed:

(Chair)

Date: