



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body 30th January 2025 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); Antoinette Stewart (AS); Malcolm Dawson (MD)(Chair); Pat Dunnhill (PD);

In Attendance: Justin Waters (Director Business Services); Samantha Edwards (SE) (Clerk); Stuart Giles (Assistant Headteacher);

Apologies: Sarah Tabor (ST)

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 everyone to the meeting.</p> <p>A reminder was issued of the importance of confidentiality and code of conduct.</p>	

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		<p>Q: The rise in family incidents is significant? A: Yes, and the impact on outcomes is significant. Q: - What do you report on there? A: - Various things – incidents / court proceedings.</p> <p>It's a very broad category so KJS incidents may be getting categorized somewhere else. 2 DSLs need to speak to each other and make sure the coding is mirrored at both schools. Safeguarding audit is due in March so both DSLs are working through these so they can be approved at the next FGB.</p> <p>KJS Safeguarding visit from Local Authority Action tracker on all updates from the meeting and progress has been made on all actions already. Some immediate things and some are longer term such as the lunchtime arrangements. Q: Did both schools have prevent risk assessment on the action list? A: No BHS didn't but we will bring it to the next meeting. CM contacted the police regarding risks in the area to be included and there wasn't anything they were all very low-level concerns. Conscious of public / media speculation around the Southport court case which has raised issues around prevent and schools identifying students early. Q: Are you clear / satisfied everything is covered from a teacher viewpoint? A: Yes. They would know what to look for and how to report any concerns. A: We can make a referral, but it does have to have consent from parents, and this isn't always given. Q: What kind of prevent referrals do you have? A: They are all on safeguarding report, 2 @ BHS in August, nothing since and 0 at KJS. Action: Update on actions from the Safeguarding report at next FGB. Q: When does the not going into town at KJS come into place? A: September. Biggest safeguarding concern is the children who are in town on a lunchtime vaping. This can cause issues if they come back into school and are unwell or have a seizure after being out in town.</p>	

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6.	Verbal feedback from School Development Committee Documents for noting: Updated SDP's.	<p>SDC had met on 15th January 2025. Focus was the 3 priorities for each school. Both SDP's have been slightly updated.</p> <p>KJS: Focused on evidence on support plans. Science is the biggest concern and delivering both a short-term and long-term plan.</p> <p>BHS: Targeted strategies to see improvement in outcomes and getting consistency in practice.</p> <p><i>Q: Careers section on KJS report, there are a lot of things we do that are not reported?</i> <i>A: It because it is focused on the key issues brought up by Ofsted which are still in progress.</i> <i>Q: How often does each school run a review against compass plus?</i> <i>A: KJS hasn't for a while but has just run it and BHS look at it regularly.</i></p> <p>Action: Careers discussion for both schools and update, look at when they last reported to governors, potentially Autumn 2023. Check date and add to next FGB agenda.</p>	
7.	Staff Surveys	<p>Summary of stakeholder survey proposal involving staff, students and parents: System is used by lots of other educational settings. Report back to governors and compare with national data. Have the option to run it annually or on a 2-year cycle. IY uses it currently across the MAT and they send out a main survey every 2 years and then interim ones.</p> <p><i>Q: How do you use it?</i> <i>A: Mainly core question set and then we add in relevant items such as safety, wellbeing, items around the new curriculum. It can be quite work intensive.</i> <i>Q: Its work intensive to set up but don't you get action plans out of it?</i> <i>A: Yes, that's how you would want it to be. You can make your dashboard reflect both schools so both schools can work together to design it.</i> <i>Q: What response do you get?</i> <i>A: Students around 90%, staff 60% and parents 35-40%.</i> <i>Q: Is it clear at making sure people know the answers they give are confidential?</i> <i>A: Yes.</i></p>	

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		<p>The cost implication of the system is cheaper if both schools go in and purchase together.</p> <p>Q: What is the price quoted – are there 2 options?</p> <p>A: If you go with Endurio unlimited then it is £4825. We can get this reduced to £2150 if we want just one diagnostic survey and don't include parents and pupils.</p> <p>Q: Is it an annual subscription?</p> <p>A: - It depends on what you want to get out of it. If you make changes and want to measure the impact of those the following year you would need to continue but we are not committing to that, that's something you can decide on later if you want to continue with the subscription.</p> <p>Q: Who would frame the questions?</p> <p>A: We could look at it at the SDC.</p> <p>A: You are also provided with templates that can be adapted.</p> <p>KS raised concerns around the cost after discussion at the finance meeting and wondered what the federation would get out of it compared to the cost. It would need to be purchased in this financial year if it was being done as a one-off cost.</p> <p>Schools have to be committed to look at data, actions required and progress actions to make it worthwhile.</p> <p>Q: When was the last detailed staff survey completed?</p> <p>A: Surveys are carried out at strategic points throughout the year with a focus on areas such as behaviour (which formed part of the Behaviour Hub work), wellbeing and CPD.</p> <p>A: We do one annually (KJS).</p> <p>ACTION: Overall decision to go ahead with it, CM and KS to agree the details and provide more detail on how it would be structured, how long for and the cost involved. Costs to be discussed with JW. Governors to have input around questions.</p>	
8.	<p>Headteachers Reports to include:</p> <ul style="list-style-type: none"> a) Attendance, b) Behavior & Attendance Hub. c) Positive Regard 	<p>KJS</p> <ul style="list-style-type: none"> • Behaviour data is looking more positive and starting to see improvements. • Attendance level is around national, however PP and persistent absence is causing some concerns. Attendance officer has been appointed to start ASAP. • 1st quality assurance completed in school and recommendations to move forward. • Data from learning cycle and there is a slight narrowing of the PP gap but working hard to improve attainment. <p>Q: You recently had an attendance visit from the LA SIA?</p> <p>A: Yes. Didn't have an attendance officer or SLT lead on attendance but that's in place now.</p> <p>Locality board employs somebody to look at attendance and they have looked at the policy which has</p>	

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		<p>been amended and added to governor hub today.</p> <p>Q: is the flowchart an internal thing or can it go on the website?</p> <p>A: Its part of the policy and on the website.</p> <p>Overview on what the locality board is and what it does to support schools. Generally speaking, it has been positive for us, and they are also financing the positive regard at a cost of £9000. Attendance officer has been appointed and is a key role to maintain progress on improving attendance.</p> <p>Q: Last action is around students who have 100% attendance. What do we do or not do for 100% attendance?</p> <p>A: We were asked how many children had 100% attendance and KJS had 240 which is really good. It was about sharing their good news stories and celebrating this more but celebrating as a group and not as individuals.</p> <p>Q: There has been a reduction in late for school but not late for lessons?</p> <p>A: It's a small number of pupils that are consistently late for lessons.</p> <p>Q: SEND attendance and PA for these pupils – there is nothing around these two cohorts in the actions?</p> <p>A: SENCO in school works with these pupils directly as individuals.</p> <p>KJS Positive Regard</p> <p>Documents had all been circulated to governors and added to governor hub.</p> <p>Q: Is it making a difference?</p> <p>A: Its early days, we only launched it in September. Have seen a reduction in the number of on-calls from one 1/2 term to another. Staff are taking on more responsibility in classrooms using positive language and following agreed scripts.</p> <p>Try to model things with students and staff. Students are very perceptive on how they see staff engaging with other students and do pick up on empathy and language used. The pastoral team meet weekly, and PM speaks to staff at most of the weekly briefings. Continue with systems we had but just introducing different language to create a positive culture.</p> <p>Q: Have you had any resistance at all?</p> <p>A: I'm sure there is. You will have staff that have their own ideas on how to deal with students so it's about educating staff in a supportive way.</p> <p>Q: What does the data tell you in terms of who is more on board than others?</p> <p>A: I can see the on-calls for each department and what lessons they come from, and this can be then fed back to the heads of departments.</p>	

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		<p><i>Q: Are you going to rethink about how you use detentions?</i> <i>A: Yes, this is being discussed next week.</i> <i>Q: The knock-on effect of time that staff have gained due to the reduction in on-calls?</i> <i>A: Yes, and its changed how year managers work. Each year manager has a different zone every day so they can pick up things from other year groups.</i> <i>Q: Has the new structure been a success?</i> <i>A: Yes, we are only one term in and looking at ways we can make changes and improve every day. The year managers are a tight group, and they work well together as they are all dealing with similar issues.</i> <i>Q: Is it working better then what was happening last year?</i> <i>A: yes, combination of several things but yes.</i> <i>Q: When you know teaching isn't as good as in other department's do you see a difference here?</i> <i>A: Areas with staffing issues, pupils have had inconsistency of teaching and no opportunities to build relationships so it's more down to lack of consistent staffing.</i> <i>Q: What has the response from parents been?</i> <i>A: Part off the plan is to try and engage parents more. In September we have expectations evening, and we will present the positive regard at this. Need to see how we engage with parents more before this event through newsletters or updates on the website etc. Its good to hear the pupils are going home and commenting on noticing the difference in classrooms, going into assemblies, dining hall and moving around school.</i> <i>Q: Do you think that it is better as we are now 5 years on from Covid?</i> <i>A: Maybe.</i></p> <p>BHS Behaviour Data:</p> <ul style="list-style-type: none"> • Big Push on behaviour and have seen suspensions drop over time. • Suspensions have gone up slightly as the expectations have raised. • Four children responsible for 48% of the fixed term suspensions. • Continue with behaviour hub work and enforce those standards. • Positive regard will help us get to the next level and refresh the staff and upskill people. We have them coming into school tomorrow and there will be a training day in March. • LA SEA came in for his first visit, and he said that the school wasn't what he expected after reading 	

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		<p>reports and Ofsted. He was very positive. School is calm and orderly.</p> <ul style="list-style-type: none"> Continue to explore external support for pupils. <p>Attendance:</p> <ul style="list-style-type: none"> Attendance has improved. 17 holiday requests last half term, we are issuing fines to reinforce parents accountability. This may see an impact over time as it's a three-year cumulative impact. Pleased with PP attendance. Currently 16 out of 42 secondary schools so this is positive. EHCP attendance has dropped from last year. This is due to having four children on the school roll whose parents have said they will not attend school here. <p>Quality of Education:</p> <p>Area of great focus. Now behaviour has improved, we can push ahead with teaching & learning. Working on raising aspirations and we know that Ofsted will be looking at the quality of education as results are below average.</p> <p>Key Lesson from Behaviour & Attendance hub:</p> <ul style="list-style-type: none"> Having expectations really clear in each phase. Start each half term with an expectations assembly. Taking immediate action to enforce expectations, knowing what's happening and addressing it. Waiting for impact of attendance hub. Had more impact from locality board with attendance. <p>Just completed a behaviour survey and will follow up with staff and parents.</p> <p>Admission numbers for 25/26 are looking really low which is a concern. Have plotted where the children come in from and year 11 come from a much smaller area. The catchment areas and transport offer don't match up. We will receive our number in early March and can see if the transport has had any impact or if there are children in Boroughbridge who have chosen to not come here. Will continue to look at the numbers and what impacts their choices. The school seems to be unsupported by people in the area.</p> <p><i>Q: How do we get the positive message around the school out there?</i></p> <p><i>A: We get lots of positive comments from people that know us it's the perception of people who don't know us. People put comments on social media which are based on historic perceptions.</i></p>	

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		<p><i>We need to secure a good from Ofsted and move forward with getting good news stories out there.</i></p> <p><i>Q: If they have taken away the transport from Green Hammerton where will these children be transported to?</i></p> <p><i>A: I think 1st place would be Wetherby High and then 2nd York, 3rd King James and 4th Boroughbridge.</i></p> <p>There has definitely been a lack of transparency around the new policy when the consultation was launched. They have currently said they will provide transport for children in school while they go through school but won't provide a bus for new students from September.</p> <p><i>Q: Has that come into effect yet?</i></p> <p><i>A: No but it's been approved to come in from September 2025.</i></p> <p><i>Q: Is there a public bus service?</i></p> <p><i>A: Yes.</i></p> <p><i>Q: You have 50 first choices and 50 second, where do the second-place choices want to go?</i></p> <p><i>A: You don't get this information, yet it is still too early. We have been asking for information but there isn't much forthcoming.</i></p> <p><i>Q: If County are running a bus for existing children, can new children get on this for free?</i></p> <p><i>A: They can get on that bus but need to pay for it and also its not guaranteed to continue when existing children leave.</i></p> <p><i>Q: Is KJS likely to be full in September?</i></p> <p><i>A: Historically it is but we don't know yet.</i></p>	
9.	<p>Finance Update:</p> <p>a) Verbal feedback from Executive Finance Group</p> <p>b) APPROVAL of SFVS for both schools.</p>	<p>Updates from JW:</p> <p>At the period 9 point of the financial year.</p> <ul style="list-style-type: none"> • KJS budget to have a £19,000 surplus at the end of the year and currently have £100 so on track. • BHS budget to have £58,600 surplus and at £58,200. • Total forecast surplus of £35,000 at KJS and £83,000 surplus at BHS and should achieve this. <p>Next year we start talking about deficits:</p> <ul style="list-style-type: none"> • Assumption is that both schools will lose 1.5 FTE in teaching to reduce salary costs. • Achieve deficit of £67,000 at KJS 	

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		<ul style="list-style-type: none"> • Achieve deficit of £52,000 at BHS. • Need to look at a saving of £25,000 across teaching assistants as bands have increased across the board for all teaching assistants. <p>Q: Don't we need TAs at both schools? A: Yes, but the income from the EHCP's is not matching the expenditure. Q: In benchmarking, where were you in comparison with other schools with TA's? A: It looks like KJS are in the top third and BHS bottom third for FTE TA's. Have realistic ways to reduce the 1.5 FTE. Its going to be a tight budget at KJS. More to play for at BHS. Think there will be a top slice for additional needs so with a bit of luck we may each a balanced budget but will have to justify having potentially 50 less pupils on roll.</p> <p>SFVS Documents for both BHS and KJS had been circulated. Both documents had been reviewed by EFG and have come to FGB for approval. Governors were in agreement to approve the SFVS for both KJS and BHS to be submitted,</p>	
10.	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"> • New anti-sexual harassment policy added to governor hub. <p>Q: What are you doing about visitors and contractors as the policy is staff related? A: Roll out plan in next steps. Once the policy is approved there will be changes made to visitor sign in and visitors / contractors etc. Been some training undertaken around anti-sexual harassment and code of conduct and whole school training in March.</p> <ul style="list-style-type: none"> • Staff turnover has been quite low – 12 vacancies at KJS and 2 at BHS. • ICT Primary School contract is coming up for a year and all is working well. • Insurance claim through RPA for the carpark damage after snow at KJS, • Personal liability claim in progress. • Tree issue has been transferred to insurance and solicitors are now speaking to each other directly to resolve. <p>Q: Is the website up to date with everything on it that's needed?</p>	

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		<p><i>A: Yes nearly. There are a few things outstanding, but policies are all up to date, attendance trackers added for both schools and strategy statement is up to date.</i></p> <p><i>Q: Do you want to have diversity data added for the board?</i></p> <p><i>A: We could consider a diversity statement for website but not about individual board members.</i></p> <p><i>Q: AH DBS is saying that it isn't complete on system, but I know that this has been done?</i></p> <p><i>A: We now have a random selection process through NYC employment for revalidation of DBS clearances.</i></p> <p><i>Q: Do you ask staff at appraisals if anything has changed?</i></p> <p><i>A: Staff are meant to let line manager know if there have been any changes as per the code of conduct.</i></p> <p>ACTION: IY to share a diversity statement example.</p> <p>ACTION: CT and ST to provide a detailed information profile for the website.</p> <p>ACTION: BH to complete Declaration of Business Interests on Governor Hub.</p>	
11.	<p>Governance:</p> <ul style="list-style-type: none"> a) Skills Audit Update b) New Governors. c) LA visit reports. d) Link governor visits. e) Membership and TORS for Federation Structure Review subcommittee. 	<p>Governors:</p> <p>Governors that have reached the end of the 4-year co-option period and have all agreed to stand for another 4-year term:</p> <ul style="list-style-type: none"> - MD/ PD/ AH/ ST/ IY and BH. <p>Governors were in agreement to approve the above governors into a 4-year term of office as Co-opted Governors.</p> <p>ACTION: JW to update GIAS.</p> <p>Parent Governor election is due to end at 3pm on Friday 31st January 25. Currently there are 4 candidates in the ballot. There has also been an expression of interest in a co-opted governor role. Already have 2 parent governors so governors agreed to move AS into a co-opted role and to recruit <u>12</u> of the 4 candidates. Parent votes will be counted on Monday 3rd February by BH/ KS at BHS and JW/ PD at KJS. JW will advise governors of the results.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • AS to move to a co-opted governor role. • MD to contact interested candidate for co-opted role. • Staff Governor election to run. • Parent Governor election count on 3rd Feb 2025. 	

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		<p><i>Q: Feel new governors need a more structured induction when they join as there is a lot of information to take in?</i> <i>A: There is a governor induction course on NYES, but we can look at other ways.</i> <i>Q: Is PD officially our SEND governor now?</i> <i>A: Yes.</i> Governors were reminded of roles agreed in September 2024.</p> <p>Skills Audit. Added to governor hub but to be sent by email to all governors. These should be completed and returned to clerk who can then send all the responses to MD together. ACTION: Skills audits to be completed so they can be reviewed at next FGB.</p> <p>Link Governor Visits:</p> <ul style="list-style-type: none"> - AS added a report today to governor hub. - IY has done two visits and reports will be added to governor hub. <p>Federation Structure Review Sub Committee Members agreed as follows:</p> <ul style="list-style-type: none"> • Governors - CT, MD, AH, ST, BH • Justin Waters • Clare Martin and Kathryn Stephenson. <p>Terms of reference added to governor hub. Purpose of the group:</p> <ul style="list-style-type: none"> • Engaging with MAT's. • Review effectiveness of current federation structure. • Make recommendations to board. <p>Timescale has been left open but suggested that a verbal update can be provided by the end of the academic year (July 25) with a written report in September. ACTION: MD to arrange an intro meeting for the group via Teams.</p>	

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12.	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>Q: Should we have a look at policy tracker at some point?</p> <p>A: Yes, its all-in place and can be added to governor hub.</p> <p>Resolved: Governors adopted the following policies:</p> <p>Federated</p> <ul style="list-style-type: none"> • Supporting Students with Medical conditions • Anti Sexual Harassment Policy • Code of Conduct. • Allergens • Careers Education Information and Guidance Policy • Provider Access Policy • Positive Mental Health Policy <p>HR policies</p> <ul style="list-style-type: none"> • Providing and Obtaining Employment References • Resolving Issues at Work • Anti Sexual Harassment Policy • Code of Conduct. <p>BHS</p> <ul style="list-style-type: none"> • BHS Flexi Schooling Policy • BHS Use of Reasonable Force and Physical Restraint Policy • BHS Curriculum Policy • Single Equality Scheme <p>KJS</p> <ul style="list-style-type: none"> • Marking & Feedback 	

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		<ul style="list-style-type: none"> • Grouping Policy • ECT Induction • Anti Bullying - WIP 	
13.	Correspondence / AOB	There were no additional items to discuss.	
<u>Date of next meeting:</u> FGB meeting 20 th March 2025 at 17.30 at King James's School			

The meeting closed at 8.19pm

Signed: (Chair)

Date: