



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body 5th June 2025 at 5.30pm at Boroughbridge High School

Present: Malcolm Dawson (MD) (Chair); Kathryn Stephenson (KS) (Head, BHS); Paul McIntosh (PMc) (Acting Head, KJS); Pat Dunnill (PD); Brian Horner (BH); Antoinette Stewart (AS); Andrew Howard (AH); Kelly Ashley (KA), Sarah Tabor (ST), Ian Yapp (IY), Greg Stewart (GS), Richard Playford (RP)

In Attendance: Justin Waters (JW) (Director Business Services); Robert Grierson (RG) (DHT - BHS); Laura Baker (LB) (Careers Lead)

Samantha Edwards (Clerk)

Apologies:

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>On Arrival MD, introduced RP and GS to their first meeting as new co-opted governors. All present introduced themselves.</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	There were no apologies of absence however IY and RP had both advised that they were running late	
3.	Declaration of interests, pecuniary or non-pecuniary, for any agenda item	There were no additional declarations of interest.	
4.	To consider any confidential items to be excluded from the publicly available minutes.	Item 10– This item would be minuted confidentially.	
5.	Notification of any other business	There was no other business raised to be discussed in the meeting.	
6. 7.	Approval of the minutes of the FGB meeting held on 20.03.2025	<p>The minutes from the meeting on 20 March 2025 were approved as a true and accurate record and were signed by the Chair.</p> <p>Matters Arising: A review of the actions took place which were updated as follows:</p>	Clerk

No.	Agenda Item		ACTION
		<ul style="list-style-type: none"> - Website profiles to be completed. SE to advise on who is outstanding. - Safeguarding audit actions added to Autumn term agenda. <p>All other actions completed or included in agenda.</p>	SE / MD
8	Careers	<p>Presented by Laura Baker. Report had been previously circulated.</p> <p>Proud of the progress made developing careers programme since December. Highlights:</p> <ul style="list-style-type: none"> - Structured progressive career objectives. - Helped raise the profile of careers. - Students more engaged with careers. - Strengthened relationships with external parties. - Still at the start of a long and challenging journey to increase work experience placements. - Range of events developed as per the report. - Key transition points in years 9, 11 and 13. - Each event attempted to be delivered so it's sustainable and able to deliver year on year. - Students and employees have as much interaction as possible. - Majority of students had a work placement by the end of KS4/ KS5 target. - Current year 11 - Intended destinations is looking really positive. <p>Remain committed to ensure there is continuity for students at KJS. The May 25 Statutory guidance introduces a whole new level of actions, which will bring added complexity, but the challenge is welcome. This is a valuable opportunity to review the current team structure and would like to request this opportunity to do so.</p> <p>Q: Is this across the federation or just at KJS? A: I need to look at how it would look across the federation as I think it would be beneficial. Want to do this with PT at BHS.</p> <p>Q: Do you have a proposal to restructure or is it just a request at this stage to review? A: Just a request to review at this stage.</p>	

No.	Agenda Item		ACTION
		<p>A: It would need to be a request to review across the federation, not just at KJS, so they would work jointly together.</p> <p>Q: How do you do 1:1 career advice?</p> <p>A: You have to be a qualified level 6 advisor to give advice, we can give support</p> <p>The shared careers advisor has been off sick, and neither Penny (BHS) or Laura (KJS) has a sole focus on careers, nor do they have the necessary qualifications. Even without the absence, there needed to be a review to give consistency across the board.</p> <p><i>RP joined at 550pm</i></p> <p>Q: Does anybody else have the careers training in school?</p> <p>A: No, there isn't anybody with the qualification.</p> <p>Q: So, it isn't a teaching role?</p> <p>A: No. Advantages of having a teacher who is the face of careers, so if we could spread the skill set across the team then it would be beneficial.</p> <p>Q: What is the cost implication of training somebody to the level that is required?</p> <p>A: The courses available, Careers lead and Level 6, is around £2500, however there are a lot of funded courses out there.</p> <p>Q: It sounds as if it is the qualification that is presenting the barrier to deliver what is needed.</p> <p>Q: Is there a reasonable take up of apprenticeships?</p> <p>A: Yes, Students are keen, the problem is getting an employer to take them on and there is lots of competition in this area.</p> <p>It was recognised the work that Laura had done in the last year has been outstanding and the change has been amazing. The newsletter that gets sent weekly has a large volume of careers work.</p> <p>Q: Issue around the work experience guarantee. How do we get this, given the negativity around having work experience in the workplace?</p> <p>A: The advice is that we should be planning and preparing until further guidance is issued. One week in both KS3 and KS4 but it can be broken down into hours as well rather than a full week somewhere. An employer that comes into school and provides a workshop with a task, can count towards an experience of work.</p> <p>A: Challenge is finding employers who are willing to commit themselves to giving us that level of work support. There are ways around it and we have started to look at alternative ideas so that we are able to deliver what's been required.</p> <p>Q: What sort of timescale are we looking at for the review?</p> <p>A: I will need to speak to Penny T. but hope to have something by the first FGB academic year.</p>	

No.	Agenda Item		ACTION
		<p>Governors were in agreement to allow LB to proceed with the review of careers team, working with Penny Town.</p> <p><i>IY joined at 5.55pm</i></p> <p><i>LB left at 6pm</i></p>	
9.	Safeguarding	<p>The monthly safeguarding reports were circulated in advance for both schools and considered by governors.</p> <p><u>KJS</u></p> <p>Highlights:</p> <ul style="list-style-type: none"> - Increase in vaping incidents, so increase in suspensions. - Increase in emotional health issues. - Family bereavements. - Self-harm incidents. - The numbers are lower overall. <p>Q: There is an increase in child and child disputes in May?</p> <p>A: Similar figures in October, there is no particular reason behind it.</p> <p>Q: Alcohol incidents?</p> <p>A: It's not alcohol, it's all vaping.</p> <p><u>BHS</u></p> <p>Highlights:</p> <ul style="list-style-type: none"> - Added a neglect category. - Nothing else of any significance. <p>Q: Physical assaults are 4 which seems higher. Is that child on child abuse?</p> <p>A: Yes, it is. Related to % of SEN needs and it relates to one or two children.</p> <p>Q: Safeguarding training and prevent that governors complete. Could we report that, so we know where we are with compliance?</p> <p>A: It is reported in the SEN annual report.</p> <p>A: But people leave and join so maybe this should be noted. It is quite easy to do the training through governor hub.</p>	<p>PMc/ AK</p>

No.	Agenda Item		ACTION
		ACTION: Both reports need to be the same, so neglect needs to be added into the KJS report so that they stay aligned.	
10.	KJS - Confidential	This item was documented in confidential minutes.	
11	SDP Committee Feedback a) Verbal feedback from 22nd May b) Minutes from 9th March	<p><u>Verbal report from School Development Committee</u> Minutes from the march meeting had been uploaded to GH></p> <p>MD provided a verbal summary of the meeting on 22nd May which had focused on:</p> <ul style="list-style-type: none"> • Updates to BHS SEF. • Local Authority visit reports. • Positive Progress Report from Tim Johnson. • Next Steps – Impact for KJS with headteacher absence. • BHS Ofsted and external support. <p>KJS Report from Tudor Griffiths uploaded to GH. Part of paying into Red Kite provides the school with credits to use for support. We have been using the support around science staffing and curriculum. A half-day school improvement visit brokered through The Red Kite Alliance to support school leaders as they manage the ongoing long-term absence of the substantive headteacher. TG is an ex D/Headteacher and Ofsted inspector. Launched the Principles of T&L and Positive regard just before his visit and we wanted him to come in and observe with his expertise. He was pleased with 85/90% of things he observed and PMc agreed with the things he noted around leaving lessons within 15 minutes of starting and also uniform. Impact of punctuality to lessons has improved and it helps with a calmness at the start of lessons.</p> <p>He also gave some useful guidance around moving forward for September with school development plan. We have a very hefty SDP which could be streamlined by introducing a mini executive summary. It was good to have an outsider come in and refocus.</p>	

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		<p>Intention moving forward, would be to have Tudor Griffiths back to do a one-day peer review to make use of the credits available none of these had been used between September 24 and now.</p> <p>Q: What about when female students need to go to the bathroom?</p> <p>A: It's down to teacher discretion. We use different colour passes, and we have seen a real huge reduction in the number of pupils leaving class.</p> <p>Q: How long do the credits last for?</p> <p>A: Renewed each academic year.</p> <p>Q: So, you can't carry the credits forward?</p> <p>A: We are going to try and ask if they will under the circumstances.</p> <p>Q: Can Any of the credits be used for the careers training?</p> <p>A: No. We have asked SLT to come back to us with ideas and we've had quite a few that have sent suggestions.</p> <p>Q: How much is the cost each year?</p> <p>A: £8000.</p> <p>Q: Can we afford to continue to use this?</p> <p>A: If we are getting value out of it and unable to get the support cheaper elsewhere. All departments can access network meetings and meet with other school leads to share ideas. If the heads of department all get the same positive experience as I did, then it's very valuable.</p> <p>Need to evaluate it across the board.</p> <p>BHS</p> <p>Report from Tim Johnson was acknowledged as evidencing positive progress against Ofsted priorities including</p> <p><i>'The school should be recognised for the positive impact of the improving behaviour strategy across the school. Behaviour across lessons was generally excellent. Similarly, there were no issues of pupils out of lessons and the atmosphere across the school was calm and conducive to learning.'</i></p>	
12	Headteacher Report	<p>The reports had been shared in advance of the meeting.</p> <p>KJS</p>	

No.	Agenda Item		ACTION
		<p>Had 3 PEX in 8 weeks. One has been upheld this morning and a further 2 booked for 16th and 19th June. This is unfortunate, but not a sign that things are getting worse. It is a build-up of things over time, and we have exhausted everything available in terms of interventions.</p> <p>We have 1 student on a 12-week preventative placement at Springwell. If they had more capacity, then PEX could be avoided as they would be able to access this provision. We also have a further 3 students at risk of PEX awaiting a placement at Springwell. We are looking to utilise spaces that are available over at Craven. We would have to fund the transport to get pupils there, but it would then mitigate the risk of a PEX.</p> <p>Suspension rate has decreased slightly, and off-site directions are helping to keep suspensions down. We have had 10 students access off-site direction since September and we have also had a number of students come to us at KJS on off-site direction. Work experience has also had an influence on keeping suspensions low.</p> <p>There are certain things which are a red line such as verbal abuse and abuse of alcohol and drugs. Since starting positive regard, the number of on calls has reduced significantly. Staff are confident with positive regard which is really pleasing.</p> <p>HT report includes a 1-page manifesto which highlights:</p> <ul style="list-style-type: none"> - 5 key Teaching and Learning points. - Positive Regard. - Staff expectations and how children are spoken to. <p>Q: Have you got evidence of how we are working towards reducing the run rate of PEX?</p> <p>A: Suspensions nationwide are just starting to plateau now and it's no different at KJS, we reflect that change. In answer to your question, numbers should reduce the more you go up the scale if there is an impact. Not hiding away from the fact that suspension rate is high at KJS, but we do everything we can possible to keep students in school and within our values.</p> <p>Q: We don't have a comparison of suspension rate. Its 18.4% at KJS, nationally its 5.9% so how do we benchmark this nationally?</p> <p>A: 18.4% is the total number of suspensions. 6.4% is the percentage of cohort who have received a suspension, so the numbers are letting you know that we have a lot of repeat offenders.</p> <p>Q: How does the 18.4% compare with other schools in this area?</p>	

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		<p>A: We don't have other school's data. You can see the suspension rate nationally but there is a lag on this, so you are comparing current data to national data from 12 months ago.</p> <p>If you take the top 10 students, 8 of them have taken part in off-site direction, 3 of them will be PEX. If you remove these 3 then figure would be a lot lower.</p> <p>ACTION: Governors requested various parameter rates and would like confirmation of national rate and school's comparative figures for both KJS and BHS.</p> <p>Ofsted recognised small schools and the suspension numbers. Issue across both schools is a very small number of children who don't respect values. Put an incredible number of resources in place to support these children.</p> <p>Q: Governors can see the amount of extra work that goes into supporting the children, but do we do too much? What is the right level of support?</p> <p>A: We try to do the right thing, there are a number of children we could exclude and have the evidence to support this however we exhaust all avenues before we reach this point.</p> <p>It has also been challenging at BHS. 3 pastoral managers at BHS and 1 is currently off and the other 2 have had time off so it's been challenging. All 3 of them do an amazing job and you don't realise how much they do until they are not in school.</p> <p><u>Attendance</u></p> <p>BHS – Presentation by Rob Grierson (DHT)</p> <p>Attendance is a complex problem. In 2021/2022, whole school attendance was 85.7% and PA 51.6%. For 2024/25 whole school attendance increased to 90.8% and PA 27.4%. every year group has an improving trend.</p> <p>How have we done this:</p> <ul style="list-style-type: none"> - Attendance Hub. - Attendance tool kit. - Attendance Officer - Locality Board engagement - Communication. - Positive relationships with children. <p>Absence for each year group shared with governors. Year 11 is the cohort with the most PA. Data is used to create attendance bands, and we will focus on the middle bands to address attendance.</p>	

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		<p>Next things that we will work on will be to look at how many days in school is needed to get above 90%.</p> <p>DFE data document comes out each half term and compares attendance with 20 similar schools. We need to look at who these schools are and what they do to improve attendance.</p> <p>Areas of strength are:</p> <ul style="list-style-type: none"> - Year 9 attendance. - Year 7 attendance is higher than 12 out of 19 schools. - Wednesday mornings 91.9% attendance. <p>Areas of focus:</p> <ul style="list-style-type: none"> - SEN (mainly due to directed SEN pupils) - Year 8 attendance. - Monday is poorest attending day. <p>National comparable figures:</p> <ul style="list-style-type: none"> - Ranked 17 out of 42 for SEN data. - 27 out of 42 schools for PA. - FSM 18 out of 42. <p>We have identified that the DFE date is incorrect and informed them of this. They have said that they will look into it as the data bears no relation to the school.</p> <p>Q: How does DFE data compare to FFT?</p> <p>A: This year is fine however depending on what day the report is run it can be different.</p> <p>What's next:</p> <ul style="list-style-type: none"> - Attendance data for year 6 students coming in September passed to attendance officer. - Welcome Hub to promote breakfast being supported by Morrisons. <p>Q: You mention that Mondays was lowest and other schools have changed curriculum to assist with increasing this?</p> <p>A: We think about it as much as we can. We have looked and now timetabled Forest School for a Monday PM.</p> <p>KJS</p>	

No.	Agenda Item		ACTION
		<p>Attendance is 91.7% so just below national average. Year 11 being on study leave has had an impact on the data.</p> <p>Q: Did you not grant study leave at BHS this year?</p> <p>A: We have not granted study leave this year, which was positive, however now students know other schools are still doing it, Parents have requested that pupils have study leave which we have been marking as unauthorised. However we will authorise study leave from the half term onwards as other schools are.</p> <p>Q: So, KJS gave study leave?</p> <p>A: Yes. You can put in that they have to stay in school until the 23rd of May, but rumours were that they would stay off anyway, so we asked parents to complete a Microsoft form and just over half took the option of staying at home.</p> <p>A: I think its good that pupils have been given the choice, as some children revise better in school.</p>	
13	KJS Issues	<p>Lunchtimes</p> <p>Met with Jon Norden today. We have always allowed Year 11 to go out at lunchtime for as long as we can remember. However it was flagged as a potential safeguarding issue by Tim Johnson. There are real logistical difficulties with changing this policy as it impacts on the delivery of lunch arrangements and the timetable. Not possible to make a change for this September, so JW produced a risk assessment, with mitigations, which he shared with Jon Norden, the school's SEA. Jon said it wasn't something he would recommend but could see the issues in getting this in place for September and knows we are working towards changing the policy. He was content with the mitigations that were proposed., So for next year our Yr 11's will continue to be allowed to go into town.</p> <p>Q: Do you have staff in town?</p> <p>A: That is part of the risk assessment. They will be in town at various points.</p> <p>Q: So school are responsible if a child gets run over in town?</p> <p>A: Yes, because it is part of the school day.</p> <p>Q: Do they wear uniforms when they're in year 11?</p> <p>A: Yes, they are reasonably identifiable - it's a safeguarding thing.</p> <p>Q: They still have to have parental consent to go into town though?</p> <p>A: Yes, they will have a physical town pass that they will need to show to staff on the gate.</p> <p>Q: Surely, if parents have given consent, it mitigates schools' responsibility?</p>	

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		<p>A: One of the issues was people reported children were vaping in town, which would be our responsibility and a safeguarding concern Item will be addressed at the next Jon Norden visit as a closed item. Governors were in agreement with school's decision and with the risk mitigations.</p> <p>Uniform Main issue is around the kilt, however after discussion have decided to park the issue as this stage. Q: Are they Allowed to wear trousers instead of a kilt? A: Yes, and we have looked at making it just trousers. Q: Can they wear a grey skirt? A: No. There is new guidance around branded school clothing and schools can only insist on having 3 pieces of branded clothing. Two of these items are PE kit. There is also talk around there being a financial limit that can be spent on branded clothing instead of a number of items. Feel that there is too much going on at the moment so we will park the changing of the uniform for the time being.</p>	
14	Finance	<p>All reports had been shared in advance of the meeting.</p> <p>JW highlighted the key points, which included the following:</p> <p>BHS:</p> <ul style="list-style-type: none"> - £58.4k surplus. - £243, 000 repaid in 3 years. - New funding agreement for cost of living pay rises which gives us around £31,000 headroom. - Committed to losing 1 non-teaching post. - Savings on teaching staff <p>On course to where we need to be.</p> <p><u>KJS</u></p> <ul style="list-style-type: none"> - £77,000 surplus. 	

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		<ul style="list-style-type: none"> - Set a £115k deficit forecast for 2025-26. - Recruitment lag is helping with budget forecast. - Is we can have a hold on spending we may not need to run a January restructure. - Spent £31,000 on agency cover last month which may impact what we can spend. <p>Overall, it was a very positive result for last year. Would like governors to acknowledge what JWa has done in extremely difficult circumstances.</p>	
15	Business services update incl. HR, H&S & training.	<p>The Federation HR report was circulated to governors in advance of the meeting.</p> <p>Main items:</p> <ul style="list-style-type: none"> - TLR reform. Would cost in the region of £20,000 so suggest we just let that run though. - Worked through 7 long term cases so just have 3 left now. <p>Q: Are they genuinely long-term sick or work related?</p> <p>A: Bit of everything. There are no trends, there is more stress this year but there are medical concerns as well.</p> <p>Recruitment. Had 9 leave at KJS since last report due to retirement or relocation, 0 at BHS. This time last year we had 20 vacancies so had a low period of turnover.</p> <p>Q: What vacancies do we still have?</p> <p>A: 2/3 teaching posts, non-teaching vacancies in TAs and back office.</p> <p>Q: How did the English recruitment go?</p> <p>A: Had 2.</p> <p>Q: What about Science?</p> <p>A: Still have a biology vacancy.</p> <p>Remedial works for the flooding has been completed over Easter and hopefully this will be reimbursed through RPA scheme.</p>	
16	Governance	<p>New Governors' Update</p> <p>LA visit reports have all been uploaded to GH.</p>	

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		<p>Governor Visit reports: Nothing uploaded to GH Would be good to get some visits in before the end of term and reports circulated / uploaded.</p> <p>Skills Audits: ACTION: SE to chase outstanding and get them all sent to MD.</p> <p>Governor Vacancy: Have a vacancy for a Parent Governor. This will be deferred to be run in September when there are new parents in across both schools as its so close to the last election.</p> <p>Governor Health check: Largely green bar 3 items which are.</p> <ul style="list-style-type: none"> - governor vacancies around the Instrument of Governance. So, we could discuss reducing this next year. - Strategic Planning Cycle: Very clear what the priorities are but needs to be put into an updated document. - Induction checklist and document in place. <p>ACTION: MD to create Strategic Action Plan.</p> <p>Headteacher PM for CM and KS has been completed.</p>	
17	Policies for approval	<p>The following policies were adopted subject to a number of small amendments:</p> <p>Federation</p> <ul style="list-style-type: none"> - Governors Allowance - Parental Leave Policy. <p>HR policies</p> <p>BHS</p> <ul style="list-style-type: none"> - Equality, Information and Objectives. - Anti-bullying 	

No.	Agenda Item		ACTION
		<p>KJS</p> <ul style="list-style-type: none"> - Children in care - Bursary Fund - Remote Learning - SEN model policy - Behavior for Learning, Suspension and Exclusion model policy. <p>PDu is mentioned as SEN governor on policy and on both websites. Happy to stay as named governor while KAs is getting established into the role.</p> <p>Q: No mention of uniform provision in equality?</p> <p>A: I think it is in the uniform policy, but we will check and cross reference.</p> <p>Q: Behaviour policy says no mobile phones, but they are allowed to use them in lessons?</p> <p>A: It says they can be used under teacher direction.</p>	
18	Correspondence	None	
19	AOB	<p>Following meeting dates need to be arranged or amended:</p> <ul style="list-style-type: none"> - PEX Panel for BHS 18th June – Agreed AH/IY and AS. - PEX Panel for KJS moved from 19th June to 23rd June: ST/AS and KA. - Finance meeting needs to be moved from 26th June – moved to 2nd July at 5.30pm. 	
20	Date of Next Meeting	<ul style="list-style-type: none"> - FGB 10th July 2025 @ KJS 5.30pm 	

The meeting ended at: **8.50pm**

Malcolm Dawson (Chair):

Date:

ACTIONS ARISING FROM MEETING

Item 7	Check Governor profiles for Website	SE
Item 8	Undertake review of Careers team to feedback in Autumn term	LB /JW
Item 9	Safeguarding reports need to be the same, so neglect needs to be added into the KJS report so that they stay aligned.	PM / KS
Item 12	Governors requested various absence parameter rates and would like confirmation of national rate and schools' comparative figures for both KJS and BHS	PM / KS
Item 16	Skills Audits – make sure all have been received for review	SE
Item 16	Governor Strategic Plan to be drafted and circulated	MD