



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body 10th July 2025 at 5.30pm at King James High School

Present: Kathryn Stephenson (KS) (Head, BHS); Paul McIntosh (PMc) (Acting Head, KJS); Pat Dunnill (PD); Brian Horner (BH); 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); John O Hara (JH)

Samantha Edwards (Clerk)

Apologies: Malcolm Dawson (MD) (Chair); Kelly Ashley (KA), Antoinette Stewart (AS); Linda B (LB)

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 Vice Chair welcomed all to the meeting.</p> <p>A reminder was issued of the importance of confidentiality and code of conduct.</p>	
2.	Receive apologies and consider giving consent to absences	<p>There were apologies of absence from MD, AS, KA and LB and these were all consented to.</p>	
3.	Declaration of interests, pecuniary or non-pecuniary, for any agenda item and to consider any confidential items to be excluded from the publicly available minutes.	<p>There were no additional declarations of interest.</p> <p>Items would be identified as required to be recorded as confidential minutes.</p>	
4	Approval of the minutes of the FGB meeting held on 5th June 2025.	<p>The minutes from the meeting on 5th June 2025 were approved as a true and accurate record and were signed by the Vice Chair.</p> <p>Matters Arising: A review of the actions took place which were updated as follows: - Website profile reminders.</p> <p>All other actions completed or included in agenda.</p>	AH
5	Matters arising from the minutes not covered elsewhere on the agenda		
6	Careers	BHS Provision presented by Penny Town	

No.	Agenda Item	ACTION
	<p>Report had been previously circulated.</p> <p>Key Issues:</p> <ul style="list-style-type: none"> - Experience of the workplace is still difficult to provide. - Expectations will increase from September for KS3 and KS4, which will be a challenge. - Capacity. 1 day a week and there is nobody else in careers at BHS. Need to build some robustness into this model. <p>Q: Focus is that there is nobody else? A: Yes, we need a contingency plan.</p> <p>Q: How closely do you work with LB at KJS? A: We communicate well and have discussed action plans and priorities.</p> <p>Q: Is there scope to share careers resources across both schools? A: Yes, there is potential for that.</p> <p>Q: Gatsby benchmark – are there statutory requirements for careers? A: The whole programme is based around the Gatsby benchmark. Looking to take part in some of the pilot schemes companies are running. In terms of understanding the change, it won't be traditional 2 weeks of work experience, it's about high-quality projects with employers. We just need to know how manageable it is.</p> <p>Q: Item 4 of the report, how can we create capacity of what the school needs? A: Is the model correct for the school or do we look at an outsourced model. There are 2 elements to consider – when the careers advisor comes in to give advice and work placements.</p> <p>Q: Distributed responsibility back into departments by having people come in? A: Each department has some responsibility yes.</p> <p>A: Can you deliver the programme with resources you have? A: With what we have at the moment it would be difficult.</p> <p>Q: So, what would be the solution? A: To look at the structure across the two schools, having the same careers advisor across both schools.</p> <p>Q: Is there any indication when CA may be back? A: Not currently.</p> <p>Q: So, we wouldn't take year 7 or 8 out on work experience? A: No, they need a meaningful experience of workplace. We have a careers opportunity fair for year 8's and that would be classed as a meaningful experience.</p>	

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		<p>Careers are built into the KJS development plan for next year, but we need somebody in post in a career's guidance role.</p> <p>Q: From September, will both schools be okay?</p> <p>A: We have said that there will be a review and that this will be bought back to Governors in Autumn term.</p>	
7.	Safeguarding	<p>The monthly safeguarding reports were circulated in advance for both schools and considered by governors.</p> <p>Alison Knight is meeting with AS on 11th July.</p> <p>KJS Safeguarding audit has been submitted to be audited.</p>	
8.	SEND	<p>Annual reports for both schools had been circulated in advance.</p> <p>BHS SEN numbers and the level of help is high. Incoming year 7, the need isn't as high as it has been. Embedding the strategies we have in place to assist the increasing need.</p> <p>Lose 2 EHCPS in year 11 and gained 4 as of today. Looking ahead to Government review of SEN and how they are going to move it forward.</p> <p>Q: Increasing percentage of pupils on SEN register, is anything worrying you?</p> <p>A: Ensuring we meet need is a daily worry, but we are on the right track. External things such as approval to replace a SEN GTA but that's all really.</p> <p>Q: Have you found there is an increase in complaints around SEN need?</p> <p>A: No, not at all.</p> <p>KJS Currently going through a large period of change in the SEN department.</p> <ul style="list-style-type: none"> - Additional SENCO started at easter which has been a successful appointment. 	

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		<ul style="list-style-type: none"> - 2 long-standing staff members are retiring so we have recruited a new inclusion teacher. (FR currently assistant SENCO) - EW has been appointed as new assistant SENCO. <p>These have all been internal appointments.</p> <ul style="list-style-type: none"> - Strategic planning time to look at roles and responsibilities. - 5 EHCP in year11. - 14 Year 7 coming in. <p>Number of EHCPs continue to increase and we have managed to submit further requests.</p> <p>Q: What is he timescale for an EHCP?</p> <p>A: If they agree to assess it then it's a statutory 20-week process however they only meet this deadline for around %.</p> <p>LA have said they are going to try and front load reports to avoid sending requests into school over summer.</p> <p>Key Issues:</p> <ul style="list-style-type: none"> - Management of provision in school. - Managing the number of cases. - Managing parental expectations. - Increasing number of ADHD diagnosis. - Reducing fixed term suspensions for K codes. - Adaptive teaching. <p>Q: The governor body, we will get the statutory SEND information report to approve for the website?</p> <p>A: Yes.</p> <p>Q: Anything worrying you?</p> <p>A: Just the number of EHCPs coming in in September (14), we told the LA we can't meet need for a number of them.</p> <p>Q: Sounds like you have a plan to deal with it?</p> <p>A: We don't have a choice. Some of the specialist provision has said they can meet need, so they are coming here.</p> <p>Governors noted that the SEN support children get in school is outstanding, and gave thanks to AK, PT and the team.</p>	

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	<p>School Data:</p> <ul style="list-style-type: none"> - KJS Learning Cycle 3. - BHS Learning Cycle 3. 	<p>Documents uploaded to GH.</p> <p>KJS</p> <ul style="list-style-type: none"> - Year 13. Not a lot of change from learning cycle 2. New value-added formula indicates slightly better progress for year 13. Small PP cohort, higher attainment compared to non-PP. - Year 11. Forecast is good compared to the 2024 cohort. Lots of work in science for th current year 11. Positive SPI and positive value added. Even if we reduced teacher assessments by ¼ this would still be a SPI of 0 which ¼ grade better than last year. - Resilience of some PP students in year 11 during exams and getting them to sit exams. - Year 10. Attainment 4.96 – down from target but up on last year. SEND doing slightly better against target, focus built into next years SDP and adaptive teaching key big area in teaching & learning. Should help see impact with everything else we have in place. - Year 9 & 8. Combination of PP students and low attendance built into next year’s SDP. - Year 7. Doing really well and have been a well led year group. 89% meeting curriculum demands and closed disadvantaged gap by 10%. <p>Q: Current year 7’s, what was entry data like compared to previous years? A: What we have seen at KJS is year 8 & 9 have had impact from Covid, year 7 has more of a SEN focus about them but not sure if that’s an impact of Covid or parental knowledge. They came in line with national.</p> <p>Q: How do you feel about how Science went? A: Been a big issue for us and had to act quickly to get staff in post for key intervention areas in KS4 as they were preparing to sit exams. Various staffing issues and looking at reorganising the structure. Have been supported by Red Kite. Predictions are much more positive. Structure for next year has been circulated internally and invested heavily in resources as well.</p> <p>Q: Do we have a physics teacher in place? A: We do currently, yes.</p> <p>Q: You feel robust you have the staff you need? A: Presently, yes.</p> <p>Q: What is the best way of tracing impact for next year? A: Key questions are things like:</p> <ul style="list-style-type: none"> - How are the results against staff predictions, how reliable is it. - Drill down into a specific subject such as physics. - Has it improved at learning cycle 1. 	

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		<ul style="list-style-type: none"> - Look closely at attendance data and if it has improved as children move through year groups, <p>Q: Do you have any other subjects you are concerned about? A: I mention Science as it has been a main concern at year 13. Maths has taken a slight dip, but predictions are up on 2024 so we will see what the results look like. Q: Did last years, year 13 get the results they wanted? A: Yes, but we didn't have the staffing concerns last year.</p> <p>BHS Year 11 have made good progress since LC2, internal prediction is around 0.16. Approach to exams was more committed. Biggest threat is attendance as there are 14 students with low attendance. Data will be analysed and reported. Progress is there in key subjects, but some students are not where they need to be. High attainers, PP and SEN remain a focus. Q: Do you think not getting study leave has had an impact? A: We said we were not doing study leave and people seemed quite happy and then other schools, the children started to leave and then ours didn't think it was such a good idea, so we had a mix. Was it worth it, yes, as we kept a higher proportion of students in school. We will evaluate where we are for next year.</p>	
10	<p>SDP Update:</p> <ul style="list-style-type: none"> - Verbal feedback from meeting on 25th June – noting only 	<p>Verbal update by IY:</p> <ul style="list-style-type: none"> - Large amount of confidential information discussed as items had come in to discuss as a matter of urgency. - Attendance and Behavior. - Streamlining reports into executive summaries. - Not reporting data at too many meetings so information provided isn't repeated. <p>Discussion around if there is too much information for governors to digest and how we can make it easier to read.</p>	
11	<p>Headteacher Executive Summary Incl Attendance and Behaviour data.</p>	<p>BHS Attendance</p> <ul style="list-style-type: none"> - Attendance has improved significantly. Curious at how it will impact year 11 data. - Positive meeting with Jon Norden who attends termly attendance meeting, and he recognized that attendance had improved. 	

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	<p>Key issues for noting</p> <p>SDP</p> <ul style="list-style-type: none"> - Highlights of progress. - Top level priorities 	<ul style="list-style-type: none"> - DFE data is more accurate but not quite correct however we are on with this and less worried. - Need to reduce PA and year 11 attendance next year. <p>Q: Do you always say no to holiday requests? A: Yes always. Families know we are consistent with that approach as well.</p> <p>Behaviour</p> <ul style="list-style-type: none"> - 3-year trend is reduced suspensions. There has been a slight increase in suspensions this year due to a small number of challenging pupils. - Have evidence to support suspensions and continue to work hard with these children. - BHS has space in the KJS Consequence room which has had an impact on some challenging children as it breaks cycle, and they see different people, however there are a small number of children this doesn't work for. Having this option has made a significant difference to us. - Have a welcome hub which some children attend. They get breakfast, change into uniform when they are here so they don't have to travel to school in uniform. <p>Q: Do you have capacity for greater collaboration? A: We have 2 pastoral managers off on long term absence, so we need some help from KJS, but they don't have capacity either. We build it where we can. A: KJS are supporting collaboration where there can. Been able to offer a day in the consequence room, using the bus that brings over the 6th form students to bring referral students so that's easy. Putting a staff member in from one school to another, that we can't do, there just isn't the capacity.</p> <p>SDP</p> <p>Keeping some priorities the same as staff understand them. Made the progress we have, and they will move into next year and continue. There is a strategy under each key priority which is refocused each year. After exam results, focus in on 3 key priorities. Plan helps hold leadership team to account and evidence that we are moving forward.</p> <p>Q: Key items that we are doing different the next academic year needs to be made really clear? A: Which is what we will do when we have the results.</p> <p>KJS</p> <p>Attendance</p> <ul style="list-style-type: none"> - Attendance is a big thing and a contributing factor to key drivers in school. - 23.7% PA rate, FSM ever 6 below the national average. 	

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		<ul style="list-style-type: none"> - Main gap is FSM who are also PA. - Attendance officer is fantastic and there is a clear impact already. <p>Behaviour</p> <ul style="list-style-type: none"> - National data runs a year behind so the 3.9% national figure compared to KJS 5.8%, however the national figure will be higher than 3.9% now. - Reasons behind higher than national figures are the clear lines in the sand around when a suspension should be issued such as verbal abuse and vaping on site. We could reduce our suspension rate as we could 'blur' the line, however we wouldn't be comfortable with this. - Permanent exclusions are higher than other schools in the area. 15-day suspensions are lower but PEX higher. - Can look at North Yorkshire benchmark data for comparison which is more up to date as its useful for governors to know where we sit as a school relative to local and national data. <p>SDP</p> <p>Priorities:</p> <ul style="list-style-type: none"> - Student outcomes. - Behaviour and attendance. - CPD and staff wellbeing – clear program of CPD. - Reading - Careers. <p>Key messages:</p> <ul style="list-style-type: none"> - Build on things we still have concerns with and add to them. - Behavior priorities will remain the same. 	
12	Finance Update	<p>All reports had been shared in advance of the meeting.</p> <p>JW highlighted the key points, which included the following:</p> <ul style="list-style-type: none"> - Main meeting focus was around succession and leadership changes. - Consolidated federation position is -£352,000. - Capital priority is Computing (£10k for KJS / £22k for BHS) - 	

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		<p>Looking at a cost saving agenda across the federation.</p> <p>BHS:</p> <ul style="list-style-type: none"> - Student numbers (47 for September to BHS), staffing. Plan to be presented to Governors by December. <p>KJS:</p> <ul style="list-style-type: none"> - Improved position due to recent leadership changes of -£60,000. - Looked at leadership for interim period. <p>Need to keep an eye on both schools in terms of SEN.</p> <p>Q: What are your concerns?</p> <p>A: That come 29th September, we make sure the rigor and holding the line remains.</p>	
13	Business services update incl. HR, H&S & training.	<p>The Federation HR reports were circulated to governors in advance of the meeting.</p> <ul style="list-style-type: none"> - £15000 funding to do the remedial fire work required at KJS. - £14-15,000 of electrical works across both schools over summer. Need to make sure the LA don't claim this back through capital. <p>Summer Project:</p> <ul style="list-style-type: none"> - Kitchen Floor - Refurbishment to outside tea huts. - External painting. - Corridor carper replacements. - Decorating at BHS. - Emergency lighting at BHS. <p>To note:</p> <ul style="list-style-type: none"> - Full ICT program implemented. - No new legal cases. - Update to White Rose Alliance website. 	
14	Governance	New Governors' Update	

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		<p>Visits. Governor Visit reports have all been uploaded to GH.</p> <ul style="list-style-type: none"> - 1x KA - 1 x IY <p>To be uploaded:</p> <ul style="list-style-type: none"> - 1 x AH visited PM and LH on 10th July. - 1 x PD who visited 10th July. <p>ACTION: Look at visit structure in Autumn term.</p> <p>LA visit report from John Norden to BHS has been uploaded to GH. Captures where the school is. Governor Visit reports: Nothing uploaded to GH Would be good to get some visits before the end of term and reports circulated / uploaded.</p> <p>Rob Pritchard has been to school for his first support visit.</p> <p>Governor Vacancy: Have a vacancy for 2 x Parent Governor. This will be deferred to be run in September when there are new parents in both schools as its so close to the last election.</p> <p>ACTION: PG Election in Autumn term.</p> <p>Governor Meetings:</p> <ul style="list-style-type: none"> - Dates have been agreed for 2025/2026 and circulated. These will be uploaded to GH. - Training around exclusions and suspensions booked for 20th October 2025 5.30pm at KJS. All governors to attend. - Look to arrange a refresher on complaints training. <p>Leadership: AH will take on the role of acting chair from 1st September. Need to look at recruitment for chair in Autumn term. Nominations to be sent to clerk if there is any interest.</p>	

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15	Policies for approval	<p>The following policies were adopted subject to a number of small amendments:</p> <p>BHS</p> <ul style="list-style-type: none"> - Uniform <p>KJS</p> <ul style="list-style-type: none"> - Intimate Care <p>Governors were in agreement to adopt both policies with immediate effect.</p>	
16	Correspondence	<p>PAN Consultation</p> <p>Consultation letter has been sent with a request to return by 18th July (Normally September).</p> <ul style="list-style-type: none"> - KJS No change at 270, happy to submit. - BHS. This needs some consideration, push back on submitting until Autumn. 	
17	KJS Confidential	Confidential minutes will be raised for this item	
18	Date of Next Meeting	<ul style="list-style-type: none"> - FGB 18th September 2025 @ BHS 5.30pm 	

The meeting ended at: **8.20pm**

Andy Howard (Vice Chair):

Date:

ACTIONS ARISING FROM MEETING

Item 6	Undertake review of Careers team to feedback in Autumn term	LB /PT/ JW
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Item 14	Parent Governor Election	JW/ AH
Item 14	Governor Visit Structure	FGB
Item 16	BHS PAN Consultation	KS/ FGB