



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL

Minutes of Meeting of the Federation Governing Body 23rd September 2021 at 6pm

In attendance: Pat Dunnill, Rebecca Evans, John Heap (Vice Chair), Brian Horner, Andrew Howard, Leanne Hume, Emma Lonsdale, Sam Meneely, Kathryn Stephenson (Headteacher), Carl Sugden (Headteacher), Sarah Tabor, Andrew Town, Justin Waters and Ian Yapp

In attendance (virtual via Zoom): Malcolm Dawson (Chair of Governors)

Apologies: Richard Ebdon and Rob Whitehead

1	Welcome It was confirmed that John Heap Vice Chair, would chair the meeting. Governors noted the aims of the federation.	
2	Apologies Apologies were received in advance of the meeting from Richard Ebdon and Rob Whitehead which were accepted with consent.	
3	Election of the Chair and Vice Chair Malcolm Dawson was elected as the Chair and John Heap as the Vice Chair. Thanks were recorded to them both, noting it gives continuity and stability to the schools and board.	
4	Confidentiality Governors were reminded of the rules of confidentiality and confirmed their acceptance.	
5	Declarations of interest There were no additional declarations made for any items on the agenda.	
6	Any Other Business There was no additional business declared.	
7	Approval of the minutes of 22nd July 2021 Governors confirmed the minutes of the last meeting were an accurate record and approved them accordingly.	
8	Matters arising Safeguarding: Details of an Ofsted webinar have been sent in the Red bag. It is essentially for staff but governors can attend and it is recommended. Details were confirmed as 10am on 28 th September. It was agreed that Helen	

	<p>at the school will circulate how to register and link in and governors noted the tight timescales (as it needs booking by the deadline of tomorrow).</p> <p>Understanding school data: Governors requested they would like a longer training session. AP agreed to send the latest Understanding your Data document from the DfE.</p> <p>Policy Updates: Staff emphasised the importance to both have and to understand school policies. Single equality document: BHS approved their policy in May and KJS's single equalities policy is currently being reviewed and being brought in line with the BHS policy. Both are based on the NYCC model policy.</p>	1 2
9	<p>Governance Items:</p> <p>Terms of reference: these were reviewed and accepted unchanged.</p> <p>Scheme of delegation: see item 19</p> <p>Annual register of business interest: Please send returns to the Clerk (Heather)</p> <p>Annual Register of Gifts and Hospitality: Again, please send responses to Heather Turner.</p> <p>Code of conduct: The Board agreed to adopt the NGA model Code of Conduct.</p> <p>Standing orders: Governors reviewed the recommendation.</p> <p>Governor challenge: <i>noted one item that was not clear on voting rights—do you need to be present at the meeting (i.e., does it include virtual attendance or just those in the meeting)?</i> Governors confirmed that generally, they would accept votes from those attending the meeting via Zoom.</p> <p>Subject to this amendment, the board approved the Standing Orders.</p> <p>Lead governor roles: Richard is withdrawing from the curriculum committee. After discussion it was agreed they did not need to replace him with another governor at this time. However, this can be reviewed later in the year. All other Lead Governor roles are to carry forward into this year.</p> <p>Governor challenge: <i>Are governors allowed back in school to complete monitoring activities?</i> Yes, as long as governor visits follow the current risk assessments. Agreeing appointments in advance is preferable however drop-ins are also possible.</p> <p>Skills audit: Governors were all requested to complete the form and send it to Heather Turner.</p>	3 4 5 6
10	<p>Pupil Premium</p> <p>A priority focus for Ofsted, schools need to demonstrate accountability.</p> <p>BHS:</p>	

	<p>At end of the academic year, the SLT looked at the latest guidance. Plans for the funding for the next academic year will be presented at the next meeting. As a school, it is clear to see the impact of the funding last year. It was used to support a lot of pupils with quality first teaching.</p> <p>The school will use the new template, which is evidence based, an approach the school has taken for some time.</p> <p>Examples were then shared with governors, including:</p> <ul style="list-style-type: none"> • timetabling enrichment activities and who is attending. • Which trips and visits pupil premium pupils have attended. <p>The school can track and identify every activity and confirm how many pupil premium pupils are represented.</p> <p>KJS:</p> <p>Frustratingly, the DfE template had moved to a two-year plan and then recently they decided to change it again after one year. A lot of the evidence can be pulled across to the new template though and the new template includes the catch-up funding too. This makes a lot of sense. They are amalgamating it with the recovery premium funding document too.</p> <p>As Lead Governor, Richard will liaise with the pupil premium leads in both schools as they update their strategy documents over the next few weeks and ensure that there is clarity about plans for expenditure and anticipated impact. The strategies will be submitted to the Board for approval at the next meeting.</p> <p>Governor challenge: Are the approaches of the two schools broadly similar? Yes they are.</p>	
11	<p>School reopening</p> <p>BHS:</p> <p>Staff and pupils had a really positive return to school. There is still some zoning in school but it feels like a true return again. The pupils are excited to be back and the staff are encouraged by what they feel they can achieve this year.</p> <p>Potentially the school could receive an Ofsted visit very soon. Despite the lockdowns, a lot has been achieved in the past 18 months. The school and governors now feel they have the capacity to get back on track with items identified on the governors away morning – the significant strategic projects.</p> <p>Attendance: A small number of families have been struggling as they have a fear about covid, but the school is supporting them with this. A number of assemblies have been dedicated to informing and educating students. The school have also done assemblies on sexual harassment in response to the recent report that came out.</p> <p>The school are starting to have staff ill with covid related issues and the covid rate in all schools is increasing.</p>	

	<p>The attitude to learning and behaviour across school is good.</p> <p>There is a focus on uniform now and standards are really high. There has been a good level of commitment shown from parents and pupils.</p> <p>Staff fed back that pupils had been distracted by their mobile phones in the past. They have now been banned effectively from site and this has been well enforced.</p> <p>It has been very successful to date. The school are banning mobiles at all times, including break and lunch times too.</p> <p>Governor challenge: <i>Are the schools considering different ways of engaging with parents?</i> The school has reverted back to providing weekly updates again. It was confirmed that the meet the tutor evenings will be in person. The same system is being used at KJS.</p> <p>It was noted that parental feedback had confirmed that communication had been good throughout the last year. Parents engage with the school and there was good attendance at parents evenings. The school also invite parents in regularly, particularly if there are any concerns.</p> <p>Governor challenge: <i>Is it the intention for parents' evenings to be virtual for all year groups this year? On social media, some Year 9 families had said they were finding it difficult to make an appointment.</i> The school were made aware of the mentions on social media, contacted the families and made appointments for them. The office is able to help any family that were unable to make their own booking.</p> <p>Reopening of KJS</p> <p>There are currently a high number of positive covid cases amongst students, but it remains low amongst the staff. Staff and students are encouraged to be getting back to a semblance of normality and it is good to be able to take assemblies again. Themes have focussed on ethos and culture to date.</p> <p>Key hygiene measures from last year remain in place.</p> <p>They will hold an in-person open evening for Year 6, with safety measures in place (just one parent and with staggered appointment times)</p> <p>Some staff have been uneasy as covid cases rise, so they are working with those who are anxious to make adjustments to how they work on that evening</p> <p>There was a staff meeting tonight on changes to the performance management system and the Ofsted sexual harassment report. 25 attended by Zoom but the majority of staff attended in person.</p> <p>At the start of term, they opened a test centre. At BHS, 83% of the student population took a test and there were no asymptomatic cases. At KJS, the school opened early (on the Friday before) and 80% of the population took the test. They have had roughly 10 positive tests a week.</p>	
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<p>The 6th form take up was less but many students had had their vaccinations. There have been 7 cases and they were all asymptomatic.</p> <p>By week three at BHS, they had 3 positive pupil tests, 2 positive staff tests and 2 positive LTF tests. There was an outbreak in Year 11. This term the central government advice is more limited. The Public Heath suggestion was for schools to consider a 2 meter gap in classes.</p> <p>The senior staff had a strategy meeting as there were 74 positive cases this morning in school, 26 of these were in Year 11. Year 8 is close behind. As a result, they agreed to send an information letter home with advice that parents might want to consider.</p> <p>As cases in Year 11 hit over 10%, it recommends pupils go for a PCR test. Students can come into school whilst waiting for test results</p> <p>Other actions taken include:</p> <ul style="list-style-type: none"> • Desks are back to forward facing and • Trying to maintain 2-meter distancing <p>In July, cases were down as the school were isolating close contacts and that worked.</p> <p>Now there is a reliance on “track and trace” and incidences are increasing as it is not as responsive a system. The school have asked for permission to start up the test centre again if numbers continue to increase, although it would have staffing capacity issues etc.</p> <p>Governor challenge: <i>What impact is it having on attendance?</i> In a standard year, at this time the school could expect 70 – 100 students off. There are still pupils off with a range of colds and viruses too but also covid. Attendance has dropped from 91% in week one to 82% in week two and is as low as 70% attendance today.</p> <p>In the sixth form, they have only had a handful of cases and it is believed that this is because many have been vaccinated.</p> <p>Governor challenge: <i>How are you ensuring the continuity of education for those off will illness and also those who could potentially attend but are not attending?</i></p> <p>The school introduced strong measures and processes for remote education last year and staff are carrying on with this again. Work for all year 11 students has been updated from day one of the autumn term.</p> <p>Governor challenge: <i>Are you concerned that this year they are having to access the work independently without teacher help?</i></p> <p>Work is organised to enable this and students can contact staff if they are having difficulties.</p> <p>Governor challenge: <i>Are you concerned that a particular year group has been impacted more than others?</i> The Year 11 cohort have been particularly hard hit over the last 18 months and staff are aware of this. The school have</p>	
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<p>planned a very targeted use of catch-up funding. They are continually looking at gaps and bring in interventions where gaps are identified.</p> <p>Governor challenge: <i>What about unauthorised absences?</i> This is an issue as there are a number of students with unauthorised absence which are being picked up by the pastoral team. The school are investing in an attendance officer too.</p> <p>Governor challenge: <i>What are the plans for the in-school vaccinations announced this week?</i> The school have not had the information yet but have been informed it is coming soon. However, the school has received information about flu vaccinations to be organised through schools.</p> <p>Governor challenge: <i>Thank you for the report on the pastoral team and wellbeing - how is this going to support families when they are returning and then potentially being off again?</i> The school have built good relationships with families and the students are proving to be resilient. The pastoral team are very aware of each student and are tracking their engagement. It is different to last year as there are fewer students at home. There is a family support officer doing home visits too and supporting families with anxiety.</p> <p>Governor challenge: <i>Have both schools got a trained mental health lead (following the announced funding yesterday)?</i> Yes, Wellbeing in Mind is starting at both schools and there is an NHS counsellor at both schools. The named lead person will work from the Bungalow, supported by named SLT members.</p> <p>Summer school</p> <p>At KJS: The summer school was run over a period of 2 weeks and was very successful. A claim has been submitted for £61k (although it may be limited to £59k as the maximum allowable). There were some great events and some academic activities linked to English, Maths and Science. The days were well supported and included lots of activities and site demos etc. All the students thoroughly enjoyed it and it will be interesting to see how well students settle in. the programme did the school proud. 120 students attended and the majority of those entitled to pupil premium came (14% of attendees receive pupil premium funding)</p> <p>At BHS: Students enjoyed a fantastic summer school. They invited 92 students and 64 attended. The parents loved it, the students enjoyed it and all the staff involved confirmed they would love to repeat it every year. There were some external visitors eg the Fire Service did first aid, and there were projects as well as academic sessions – including Maths, creative writing, and building a shanti town in geography. They tried to be outside as much as possible.</p> <p>Staff feel it really made a difference for the transition for the new Year 7. They have begun the year with confidence. Students kept a journal of the week and they are fabulous. The experience has prepared them to come to the school. 98% thought it helped them to be more confident, make friends and join the school.</p>	
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	<p>It was a great opportunity as the students had not been able to visit the school last year.</p>	
12	<p>Pupil data outcomes</p> <p>At KJS:</p> <p>The 6th form destinations report was tabled at the meeting as it was late being uploaded to the data room. Governors noted that the comparative data on the front page is taken from FFT Aspire, after 2 years of teacher assessed grades the national data from the DfE is not available.</p> <p>As a school, they are confident that there is not a huge amount of grade inflation built into the KJS statistics. Some slight inflation can be noted on the grade 3-4 boundary from 2019 – 2021, although generally the exam results in the last couple of years are aligned to previous years (which is not the case nationally)</p> <p>The board then reviewed the value-added graph and noted the results are also very similar to 2019 – and confirm the value add is above average (versus national results)</p> <p>The change of -0.3 for disadvantaged group is not statistically significant (due to the size of this cohort) and is still encouraging, especially as governors were reminded that the results in 2019 represented a strong improvement that year.</p> <p>Maths: The results are RAG rated and were highlighted in red for disadvantaged pupils. Governors were informed that the gap has widened. This is not because the results for this group have dipped from previous years but instead reflects the improvements seen in the “non disadvantaged” pupils. Potentially they have had more support at home etc and therefore the school will be focussing some of the recovery grant to maintain the focus on the disadvantaged cohort.</p> <p>Governor challenge: <i>How does FFT have data for last year and how reliable is this as a data source?</i> It is well regarded. They have data as enough schools were happy to submit data for them to use.</p> <p>At BHS:</p> <p>The data confirm that middle attainers are doing very well. Students have done well overall. The groups needing additional support include the higher attainers, pupil premium and SEN pupils .</p> <p>Governor challenge: <i>Was there pressure on staff to manipulate results or look at progress for some cohorts?</i> No, the school had a robust system based on data and results over time. The challenge was that students and staff were not back together for long enough for staff to have the impact they would normally have for some groups who need more support/ do not respond well to independent learning. This is a key reason for the change to disadvantaged students compared to recent years.</p> <p>Governor Challenge: <i>Were there any appeals?</i></p>	

	<p>Yes there were 6 appeals at KJS, out of 260 GCSE students and 120 a level students.</p> <p>BHS had 2 appeals. One was an admin error and was changed. Staff had effectively managed the expectations of students which is why they believe they did not get a high number of appeals.</p> <p>A level students: Governors were reassured that the improvement seen was not a result of grade inflation. Cohorts can differ each year and also there are no pupils who would have had a bad day, which would have been reflected in the results in normal years.</p> <p>Destinations: At KJS, 16 students were not placed but the majority had speculative applications in as they were already considering other options. It was a good year</p> <p>At BHS, numbers of students are small and so it is difficult to track patterns or trends. However, they can confirm that pupils did well and have gone to the destinations they wanted to go to.</p>	
13	<p>Ofsted Governors are aware both schools have potentially got inspections coming up. Governors noted the latest handbook is available and inspections could be delayed by 6 terms.</p> <p>The team will be doing work with curriculum leads e.g. looking at how deep dives work and will be supporting the curriculum teams too.</p> <p>Governors raised a request for a preparatory workshop for governors too. It was agreed that it would be a twilight session after school and confirmed Heather would send out dates.</p>	7
14	<p>Admission numbers KJS: The published admissions number (PAN) is 270 and the board approved the recommendation to maintain this without any changes. (there are 1560 in the main school)</p> <p>Governor challenge: <i>Was the school under any pressure to accept new pupils as a result of the new 6th form building?</i> No.</p> <p>BHS: the PAN is 128, and the largest year group is 97. The board approved the recommendation to maintain this without any change.</p> <p>See confidential minutes.</p> <p>Sixth Form:</p> <p>Governors gave their approval to go to the LA for a consultation.</p>	

15	<p>EBacc</p> <p>This paper followed on from a discussion at the Governors strategy day. The schools want to offer students the maximum choice and not force any student down an EBacc route. Governors confirmed they were happy with the draft statement made.</p> <p>Governors noted the potential down sides of this decision (Ofsted/ funding etc) and confirmed that it is not a limiter of the ambition for students. Having confirmed the decision had been fully considered, they accepted the consequences and confirmed their belief it was the right thing to do as it was driven by a desire to meet students' needs.</p>	
16	<p>Safeguarding</p> <p>The revised policy for BHS is on portal and the one for KJS will be there for governors to review in time for the next meeting.</p> <p>All governors need to read KCSIE 2021, and sign to confirm when this has been completed.</p> <p>Updates:</p> <p>KJS:</p> <ul style="list-style-type: none"> • One family removed a child to home educate • One referral made (extremism) • Ten notifications received (domestic abuse) which is higher than usual <p>Governor challenge: <i>Are you aware that NYCC have brought out new programmes including "staying connected"?</i> A governor recommended it was worth getting in touch with Sarah Atkins.</p> <p>BHS:</p> <ul style="list-style-type: none"> • There are 4 children with a child in need plan and staff have attended two meetings • One new referral made to early help • One domestic abuse incident • And two requests for help made 	8
17	<p>Budget monitoring reports</p> <p>BHS: The school had to complete a return to the LA on a forecast that was out of date. The board noted the benchmarking and management information was based on historical data from July (period 3)</p> <p>The period 5 accounts will go to the LA this week. It confirms plans for the next set of savings. There is a possibility in year one of a three-year plan to get to zero. It is getting to a position where it is in touching distance of balancing the books for the first time in some years.</p>	

	<p>Currently there is a predicted deficit of £9,600</p> <p>KJS: The school was sitting on a little too much in year. It had taken a prudent approach to income generation, and the catering rebounded faster than expected and contracts were negotiated down as much as possible.</p> <p>Governors also noted that the figures seem misleading as the catch-up funding line includes brought forward funds (£68,700) that are committed but have not been spent as yet.</p> <p>Staffing: it was also noted that there were some staffing savings which were as a result of the difficulty in recruitment in recent months (there are 10-12 places that the school has struggled to recruit to (including GSA, cleaning posts, careers etc) It is creating operational difficulties whilst helping financially.</p> <p>Governors reflected on this and noted the labour market is depressed but may improve when furlough ends.</p> <p>There is no date as yet for the SRMA visit.</p>	
18	<p>Health and Safety</p> <ul style="list-style-type: none"> • The team need to set up regular meetings of the Health and Safety committee again. • The new fence at BHS looks good <p>At KJS:</p> <ul style="list-style-type: none"> • Accidents and incidents: there was a fractured wrist and foot at the summer school at KJS • Since the start of term, the level of incidents is in line with previous years, with 13 minor injuries in first 3 weeks • Insurance at KJS – there is a claim as they suffered a major flood in the kitchen. The school are waiting for an assessment. • Summer works included: work on the roof and Improved fibre broadband • The federation are looking at a window replacement programme • The new boiler will be commissioned on the 4th October • New servers introduced and a new suite of Macs in the music department <p>At BHS:</p> <ul style="list-style-type: none"> • They have had a broken leg (reportable) • The boiler programme will be completed on 1st October 	

	<ul style="list-style-type: none"> • The window replacement begins on 18th October (at no cost to the school) • The Finance team are looking at absence cover at the school and potentially looking at a new provider (and changing from a 7-day policy to 3 day policy too so better cover) <p>There is a new consultation out on funding, which may potentially lead to an increase in funding to both schools.</p>	
• 19	<p>Staffing</p> <p>At BHS:</p> <ul style="list-style-type: none"> • They have recruited a part time Geography teacher • There is some outstanding recruitment to complete • The school has received a flex working request and 2 leave requests • See confidential minutes <p>At KJS:</p> <ul style="list-style-type: none"> • They have recruited an Assistant Finance Manager, 4 GTA's, some cleaners and caterers and 6 form Admin support • They have also recruited some volunteers for new system too • They have successfully recruited someone to do Kickstart <p>Governor challenge: <i>Are we still keeping up the extra cleaning in the schools?</i></p> <p>Yes, the staff are doing a great job and are keeping up with disinfection protocols whilst also supporting the school with overtime etc to support as the schools are short staffed.</p> <ul style="list-style-type: none"> • The school is still looking for GTA's, catering assistants and an attendance officer • There are also opportunities in the careers department and the lettings team and a White Rose Alliance mentor post too <p>See confidential minutes</p> <p>Budget management policy - one change was noted, amending "the school will" to "the federation will". Subject to this amendment, the board approved the policy</p> <p>The board approved the scheme of delegation</p> <p>It was confirmed that the Headteacher secondment has been completed</p>	
20	<p>Policies</p> <p>The schools had to change a number of policies to reflect the change from NQT to ECT –the board approved all the technical policies</p> <p>Health and Safety policy. The board confirmed there were no major changes and approved the policy</p>	

	Student with health needs at BHS – the board approved the policy Child protection policy - the board approved the policy	
21	Date of next meeting 18 th November 2021	

Action No.	Action	Owner
1	Circulate details to governors of how to register for the Ofsted webinar	Helen Handley
2	Circulate Understanding your Data document from DfE	Clerk
3	Return completed business interests form to Clerk	All
4	Return completed gifts and hospitality form to Clerk	All
5	Amend Standing Orders to reflect ability to vote when attending via Zoom	Clerk
6	Return completed skills audit form to Clerk	All
7	Dates for an Ofsted workshop to be circulated to governors	Clerk
8	Governors to read KCSIE 2021 and email Clerk to confirm	All