



FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL
Minutes of Meeting of the Federation Governing Body
Thursday 18th November 2021, 6.00pm King James's School

Present: Malcolm Dawson (Chair); Carl Sugden; Kathryn Stephenson Richard Ebdon; Pat Dunnill; Rebecca Evans; John Heap (Vice Chair); Brian Horner; Andrew Howard; Sam Meneely; Andrew Town; Ian Yapp

In attendance: Justin Waters (JW) - Director of Business Services and clerk; Rob Grierson (RG) - Deputy Head BHS; -Helen Handley - Assistant Head KJS; Sarah Bloomfield - Data BHS

Apologies: Rob Whitehead; Emma Lonsdale; Sarah Tabor

Absent: Leanne Hume.

Governing Body functions:

1. Ensuring clarity of vision, ethos and strategic direction of the school
2. Holding the Headteachers to account for the educational performance of the schools and their pupils
3. Ensuring the sound, proper and efficient use of the school's financial resources

No.	Agenda Item	Detail/Questions/Comments
1	Welcome and introductions	The Chair welcomed all to the meeting, reminding those present of matters relating to confidentiality, declaration of interests and the code of conduct.
2	Receive apologies and consider giving consent to absences	The following apologies were received and consented: Rob Whitehead; Emma Lonsdale; Sarah Tabor; Leanne Hume.
3	Annual Register of Business and Personal Interests – outstanding	The Register of Business and Personal Interest had not been received in full by the LA clerking Service. The LA clerk was not present for the meeting meaning KJS Director of Business Services agreed to take the meeting. Only a virtual service was available which was inappropriate for the size of meeting.
4	Declaration of any part of the proceedings that should be treated as confidential and excluded from the minutes to be made available for public inspection. Governors to declare any interests, pecuniary or otherwise, in respect of any agenda item	No declaration. Confidential matters would be picked up in the agenda.
5	Approval of previous meeting minutes and matters arising	<p>The previously circulated minutes of the meeting held on 23 September 2021 were agreed as a true record.</p> <ul style="list-style-type: none"> • Action: LA clerking service – documents not sent, forwarded or collated included Business Interests and Hospitality, and Skills audit. • Action: CS would forward the DFE Data Document not sent through via the clerking service. • It was noted the Governors workshop took place. • KCSIE was signed and retained at KJS until clerking arrangements were confirmed.

<p>6</p>	<p>Safeguarding Report – annual KJS and monthly – circulated prior to the meeting</p>	<p>KJS Annual Safeguarding report</p> <p>The annual report previously circulated was presented at the meeting including information on completed training records and policies.</p> <p>Governors agreed a timeline should be agreed across the federation to align the annual safeguarding report.</p> <p>Action (clerk) it was agreed that the federation would align the timing of the annual report for the spring term.</p> <p>A governor asked what trends had been discovered. HH explained that CPOMS included information on sexual harassment and abuse in schools including more rigorous (new) terminology and we are aware of the increase in incidents. This was due to the high level of casework, better reporting, higher than normal cases of family breakdowns, increased referrals to agencies due to Covid (in line with national trends) along with more notifications from agencies.</p> <p>Governors discussed categorisation of cases and asked if there is a requirement for further broadening due to Incel. CS confirmed that we have over 30 categorised definitions in CPOMS which cover Incel.</p> <p>A governor concluded a year on year comparison with these reports in future would be helpful for the board to spot trends. It was agreed that the next report would highlight trends where possible.</p> <p>Action, safeguarding leads – federation safeguarding annual report should compare data where possible.</p> <p>The board discussed the Growing Up in North Yorkshire survey. The federation leadership teams suggested that, unlike previous years, this survey was less useful for benchmarking due to the distorting effect of Covid. Governors suggested both schools should consider if an internal survey would be useful.</p> <p>The Chair reminded the heads that it was agreed that they would complete a safeguarding session with governors.</p> <p>Action KS / CS to arrange date</p> <p>Governor challenge:</p> <p>Action: HH - It was noted that the policy dates included in the report required revision and were incorrect.</p> <p>Governors expressed thanks for all the work in the report.</p> <p>Monthly Safeguarding Update</p> <p>BHS and KJS both reported no unusual or exceptional safeguarding trends at present. Both schools have robust processes in place to monitor any issues with the safeguarding governor and the report is now standardised. It was noted the gates at BHS are now operational.</p>
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7	Pupil Premium Strategy Approval - circulated prior to the meeting	<p>BHS PP Strategy</p> <p>KS and RG presented BHS Pupil Premium Strategy which is at the heart of everything the school does in respect of individual achievement leading to attainment. Historically, disadvantaged students performed in line with student population. The impact of the pandemic had created a gap and the school is aware of the need to accelerate progress and themes through the development plan. Prior higher attainment PP students are struggling due to long periods of home learning, teachers not circulating around the classroom and poor attendance. RG confirmed this is year 1 of the plan. It is centred on good teaching through CPD techniques like metacognition and self-reflection. The strategy will be centred on whole school attendance, quality first teaching and climate for learning. Year Y10 has the highest proportion of PP and SEN and they are below average in reading, writing and maths. Year 11 is the secondary priority.</p> <p>A governor suggested the plan was predicated on good teaching, which was confirmed and underpinned by understanding individual needs.</p> <p>A governor asked how Catch Up is used. It was confirmed that the tutoring plan is still in development but a clear correlation between PP, Catch Up Recovery and Tutoring funding existed and PP funding was partially targeted in Year 10 to reduce class sizes.</p> <p>A governor challenged parental engagement of PP. RG confirmed a low take up of parent portal for PP, but the school are working on this and it is a three year plan. Due to non-completion of parents' evening last year before moving to an online platform, engagement is low but now a priority.</p> <p>Governors engaged in a conversation about the strategies that were used prior to Covid to get good results and if those lessons were shared. It was confirmed that Education Endowment Research strategies are used and seen as best practice across the federation and Quality first wave teaching is a KJS focus too. CS explained to governors not to just look at headline numbers but the requirement to understand statistical significance when tracking.</p> <p>A governor challenged if the three year plan was suitable and not predicated on short term grants. JW confirmed the initiatives were targeted and whilst catch up funding was reflected in the plan, the plans did not depend upon that funding continuing long term. It was agreed the strategies needed to be sustainable long term.</p> <p>KJS PP Strategy</p> <p>CS discussed the KJS strategy concluding the areas of concern were post-pandemic attendance to be addressed with the appointment of a new Attendance Manager, access to ICT following the full return to school, and social problems and</p>
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		<p>gaps in learning from the impact of Covid. KJS are aware we have taken a step back which is evident in Learning Cycle data. Increased counselling is now in place to support barriers to access lessons through attendance. The attendance strategy is expected to free up the Family Support Officer to engage further with home support. PP management is working in line with Catch Up, complimenting it but kept separate to ensure sustainability.</p> <p>A governor asked why the plans were not radically different and where a plan could be found that was. It was confirmed it is widely expected the Education Endowment Research strategies demonstrates best practice because they are based on research.</p> <p>A governor concluded that the KJS plan is predicated on the overall quality of teaching and BHS was more focused on targeted academic intervention.</p> <p>KS thanked RE (PP Governor lead) for his time and support.</p> <p>Both documents were approved.</p>
8	BHS progress review point data analysis (7,10,11) - circulated prior to the meeting	<p>The key points from the previously circulated reports were discussed. It was explained the data points are not simultaneous for all year groups, in order to manage staff workload.</p> <p>Year 7 was a bigger year group with 57% male students, high PP, and typical SEN. No attainment tracking yet so the report focusses on how they have settled in. Attitude to learning is excellent or good.</p> <p>Year 10 is a small group with 6 students starting September, but the curriculum year starts in June. It is a weak year group on prior attainment according to FFT. PP are further below FFT targets but not significantly different. Option subjects are below FFT target in most subjects.</p> <p>A governor asked if students are further behind due to Covid. It was confirmed that this is partly the case.</p> <p>Governors discussed the possible impact of assessment and teacher assessed grades in 2022 across the federation in light of the latest guidance from Ofqual. BHS confirmed it could be managed as part of the normal planned approach to assessment, whilst KJS concluded a proportionate view over 3 learning cycles was to be taken for assessment.</p> <p>Year 11 is showing an average split in attainment to FFT and are roughly where we would expect to be. FFT English and Science are about where we expect them to be. Slightly behind in option subjects.</p> <p>Governors thanked SB and she left the meeting.</p>

<p>9</p>	<p>SEF and Development Plan Update – circulated prior to the meeting</p>	<p>KJS SEF CS explained most schools have a SEF, but it is not an Ofsted requirement. It should be an accurate reflection of strengths and weaknesses. To test this, Governors should ask themselves: do you recognise our school; are you comfortable triangulating all evidence? A SEF should demonstrate that the themes in the development plan are correct.</p> <p>A governor confirmed that they recognised the school and enquired about alignment with the Development Plan. It was explained that quality intervention with early readers needs to be high profile and KJS is seeing increased disadvantaged and SEMH needs. Mental wellbeing is also an increased issue. Careers provision needs rebuilding following issues in recruitment.</p> <p>A governor requested clarity around destinations. It was confirmed that KJS do not know the information for just 1 student.</p> <p>A governor asked if all the developments in the SEF were reflected in the Development Plan. CS confirmed that, sometimes, additional priorities are included on the Development Plan but confirmed that all SEF developments are currently included.</p> <p>BHS SEF KS explained the BHS Development Plan linked to the SEF, but will align the SEF fully to the Development Plan next year.</p> <p>Governors found the demographic information in the KJS SEF helpful and requested that this be included in the BHS development plan. Action KS - add school demographics to SEF.</p> <p>Governors noted and discussed the difference about the inclusion of OFSTED grades in BHS SEF but not KJS. It was concluded that aspirational is a good thing and the heads should decide themselves whether to include grades or not.</p> <p>Governors discussed whether there was a need for a consistent approach to SEF and concluded that it should reflect school and the process is important, not the presentation, so long as they reflect both schools. Governors confirmed they understood both schools’ contexts more having read the SEF document.</p> <p>Development Plan KJS It was explained that this is a live document and the leadership team update it regularly. Broadly speaking we are where we expect to be.</p>
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10	Executive Finance Committee report and update	<p>JW explained minutes were not yet available and provided a verbal update.</p> <p>The committee considered Period 6 accounts in detail. Progress remains in a satisfactory position due to additional Catch Up, Tutoring and Recovery Premium grants, payments for students testing and in year savings. In terms of the forecasts, governors understood the risk and assumptions which were built in.</p> <p>KJS Following additional in year grants along with stronger than expected trading results, the forecasted surplus position is £103.4K which represents a £95.7K in year improvement taking total reserves to £248.5K but £41.5K will be ringfenced to tennis and football capital expenditure from trading.</p> <p>A governor asked for clarification on the capital position. It was explained that as the 3G was built using a contribution from the FA, KJS was responsible for renewing the surface after 10 years.</p> <p>Executive finance committee agreed three significant spending variances at the meeting:</p> <ol style="list-style-type: none"> 1. £25K health and safety contingency premises spending 2. £10K flooring due to continued use for student hubs 3. £24K absence management scheme to mitigate the increasing cost for agency staff cover from £7K to £19K a month. <p>BHS Following further structural in year savings and additional grants not known at the time of budgeting, the deficit position is £35.2K at Forecast 2 which represents a £101.1K in year improvement from Forecast 1, due in part to a</p>

		<p>strategic review of Sixth Form provision and revised deployment of Teaching Assistants. The 2022-25 Forecast is based on the local authority modelling tool and demonstrates a continued and unsustainable deficit position based on the current Management Plan. This would take the combined deficit to £843K</p> <p>Following the LA intervention and indented audit it was confirmed that the findings and results were in line with what was previously presented at Governors, Finance and LA meeting. It included some support staff savings and an overstaffing position of 2 full time equivalent teaching staff, of which 0.5 is known.</p> <p>It was confirmed that KS is to arrange a follow up meeting with the LA to discuss timescales for a cost neutral budget and KS/JW will build some options to present to the Executive meeting (either in January or a special meeting).</p> <p>A governor from the committee checked that there was no inflation built into the budget. It was confirmed that this was the case and that this was a known risk.</p>
11	Business Services Update – HR, HS, Covid, Operations	<p>HR KJS</p> <p>JW discussed the ongoing issues with Cover and staffing at KJS with up to 20 teaching staff absent some days for illness, 15 live vacancies, and up to 10 non-teaching absences. An updated position of staff changes, leavers and recruitment was discussed. The HR team are supporting 5 long-term sickness cases, 1 short absence case and working on a wellbeing in mind strategy. Recent staff changes included:</p> <ul style="list-style-type: none"> • Teaching Assistant • Site Cleaner – 15 hrs, full year • Attendance Officer • Catering van operative • Lettings Manager • Careers Advisor • Data Manager • IT Technician (to support across the federation) • Caretaker • Catering Assistant <p>HR BHS</p> <p>Recruitment in progress includes a Caretaker. There was one flexible working request granted, one long-term absence case, and an ongoing disciplinary. The IT contract is due to end December 2021.</p>

		<p>Covid KJS Before half term, KJS were reaching a significant number of cases in KS3 and KS4 of up to 25. Sixth Form remained steady between 0 – 2 cases. Last week there were 4 confirmed cases in school. Covid vaccinations commenced last week but an NHS operational issue meant that Year 9 was not completed. The current operating procedures were explained and remain in place. GCSE Prize Giving was postponed following Public Health advice.</p> <p>Covid BHS Current case numbers from 1st October to 18th November 2021 included 38 positive LFT students and 5 staff. Measures were similar but in addition, BHS had staggered entrance times to the dining hall and face coverings were mandatory for 2 weeks in circulation areas.</p> <p>KJS Site Update It was explained that the school is awaiting the outcome of a fire risk assessment. Following the installation of new boiler, the school has two cold zones but has seen a reduction in gas volume. Health and Safety Compliance is currently up to date and 21 windows were replaced on first floor of science during October half term</p> <p>BHS Site Update The entrance fence, gates and Paxton control system are now operational including new pedestrian and vehicle gate securing the premises. The boiler replacement project is complete. Window replacement is currently ongoing and is due for completion on Monday 29th November 2021</p>
12	Governance	<p>Governance training opportunities to be carried forward to the next meeting. Action: Clerk to circulate training opportunities</p> <p>Governor Monitoring Visits – immersion day timetabled at KJS 12 January – 7 Governors confirmed</p>
13	Policies	<p>Policies below approved:</p> <ul style="list-style-type: none"> • Single Equalities Scheme – (now including Governors’ responsibilities) • KJS Child Protection Policy • Federated Confidentiality • Federated Missing Child • Federated Lone Working • Federated First Aid at Work

		<ul style="list-style-type: none"> • Federated Supporting Pupils with Medical Conditions • Federated Lone Working • Federated Allergens <p>HR policies</p> <ul style="list-style-type: none"> • BHS Pay Policy • KJS Pay Policy • Federated Reorganisation Redundancy Policy (and guidance) • Federated Recruitment and Selection Policy
14	Correspondence	None
15	AOB	Previously agreed consultation to suspend Sixth Form entries at BHS is now in the public domain. KJS Head of Sixth Form commencing visits at BHS.

ACTIONS ARISING FROM MEETING:

ALL	<p>NGA skills audit</p> <p>MD asked if all skills audits had been returned – there are 4/5 outstanding and Board members were asked to submit these by the end of the week to the Clerk.</p>
Carl Sugden	CS would forward the DFE Data Document not sent through via the clerking service.
Helen Handley/Sue Wilson	It was agreed that the federation would align the timing of the annual safeguarding report to Governors for the spring term from the 22/23 academic year.

Helen Handley/Sue Wilson	Annual Safeguarding report to governors should include comparative data for previous years so that trends can be identified
Headteachers	An in-person training session for all governors on safeguarding, tailored to their needs, to be arranged
Helen Handley	Policy approval dates in the safeguarding report to be amended as required
Kathryn Stephenson	School demographic data to be added to the SEF
Clerk	To circulate current training opportunities programme to governors

The meeting closed at 20.15 hours.

Signed..... Malcolm Dawson (Chair)

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