



**FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL**  
**Minutes of Meeting of the Federation Governing Body**  
**21 September 2023 at Boroughbridge High School**

**Present:** Malcolm Dawson (Chair); Pat Dunnill; Gill Kingston; Sarah Tabor; Kathryn Stephenson (Head BHS); Claire Martin (Head KJS); Brian Horner; Sam Meneely; Ian Yapp; Antoinette Stewart; Cerys Townend

**In attendance:** Justin Waters (Director Business Services); Lizzie Oliver (Clerk); Helen Handley (up to end of item 11 only), Robert Grierson; Stuart Giles

**Apologies:** Andrew Howard, Sarah Tabor

**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	<b>Welcome and Introductions</b>	The Chair welcomed all to the meeting.  A reminder was issued of the importance of confidentiality.	

No.	Agenda Item		ACTION
2	<b>Receive apologies and consider giving consent to absences</b>	<p>Apologies were received and consented to from AH, ST.</p> <p>It was noted that Rebecca Evans had stepped down from the governing body; thanks were recorded by governors for her time and commitment to the federation.</p>	
3	<b>Election of Chair and Vice Chair of the FGB 2023-2024.</b>	<p>Governors considered the roles of Chair and Vice and unanimously <b>APPROVED</b> the appointment of MD as Chair of Governors and AH as Vice Chair of Governors for 2023/2024.</p> <p>It was noted that AH's appointment was not related to succession planning for the chair. In the longer-term, there was a need for the governing body to consider succession planning for the chair role.</p> <p><b>ACTION:</b> Any governors interested in taking on the chair in the longer-term, to contact MD.</p>	<b>MD</b>
4	<b>Declaration of interests, pecuniary or non-pecuniary, for any agenda item</b>	None.	
5	<b>Approval of the minutes of the FGB meeting held on 6.07.2023</b>	<p>The minutes and confidential minutes from the meeting held on 6.07.2023 were circulated in advance and unanimously <b>APPROVED</b> as a true and accurate record. It was confirmed that actions were either in hand or completed.</p> <p>There was a discussion regarding the strategy day for the governing body.</p> <p><b>ACTION:</b> CM and KS to send LO possible dates for the strategy day; LO to circulate to all.</p>	<b>CM/KS/LO</b>
6	<b>Matters arising from the minutes not covered elsewhere</b>	<p>Governors were reminded to complete their annual safeguarding training.</p> <p><b>ACTION:</b> All governors to complete annual safeguarding training.</p>	<b>ALL</b>

No.	Agenda Item		ACTION
		It was noted to governors that records for governor training could be uploaded to individual GovernorHub profiles; if required, a report could be run off for school reference.	
7	<b>For adoption</b>	<p>The following were circulated in advance and unanimously <b>APPROVED</b> for adoption:</p> <ul style="list-style-type: none"> <li>a) FGB Standing Orders</li> <li>b) Terms of Reference (FGB and EFC and Performance Management Committee)</li> <li>c) FGB Code of Conduct</li> </ul>	
8	<b>Committee membership</b>	<p>The membership of committees was confirmed as follows:</p> <ul style="list-style-type: none"> <li>• <b>Executive Finance Group:</b> MD, IY (chair), PD, BH, AH (vice chair)</li> <li>• <b>Performance Management Committee:</b> MD, PD, SM</li> <li>• <b>Governing body constitution:</b> Due to the number of vacancies, it was proposed that a skills audit to be completed, and focus recruitment based on the results.</li> </ul> <p><b>ACTION:</b> LO to circulate skills audit forms to all governors</p>	<b>LO</b>
9	<b>ACTIONS for all governors</b>	<p><b>ACTION:</b> All governors to:</p> <ul style="list-style-type: none"> <li>a) Update and confirm the register of interests via their GovernorHub profiles</li> <li>b) Confirm that they had read and understood KCSIE 2023 via the GovernorHub profile</li> </ul>	<b>ALL</b>
10	<b>Governor link roles</b>	<p>The following link roles were <b>AGREED</b>:</p> <ul style="list-style-type: none"> <li>• <b>Behaviour and attendance:</b> AH</li> <li>• <b>Safeguarding:</b> SM</li> <li>• <b>SEND:</b> PD</li> </ul>	

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		<ul style="list-style-type: none"> <li>• <b>SDP subgroup:</b> AH, MD, IY (to meet once per term ahead of governing body meetings and report back to FGB; additional meetings with KS will take place to track the BHS action plan)</li> <li>• <b>Health and Safety:</b> BH, PD</li> <li>• <b>Careers:</b> AS</li> <li>• <b>Pupil Premium:</b> CT</li> <li>• <b>Sixth Form:</b> PD, GK</li> </ul>	
11	<b>Safeguarding</b>	<p>The monthly safeguarding reports were circulated in advance and a summary was provided.</p> <p><b>Governor Challenge:</b> Are all staff trained on the new filtering and monitoring requirements?  <b>Response:</b> Start of term INSET training included KCSIE updates, which covered filtering and monitoring, as well as an update on cyber security standards.</p> <p><b>Governor Challenge:</b> Self-harm incidents have increased – should preventative measures be included within the policy?  <b>Response:</b> It is worth noting that the data reflects incidents, but not numbers of students. PSHE curricula have been adapted, and work takes place with pastoral teams to increase knowledge regarding self-harm so that students and parents can be supported. The Wellbeing in Mind team is in place at King James, running intervention work with groups and individuals. Self-harm among young people remains a national issue.</p> <p>Governors noted that there had been year-on-year increases in incidents related to Early Help referrals, vaping, child protection and Child in Need cases. It was <b>AGREED</b> that there was a need to review the definitions of incident types used by both schools, so that any differences in reporting could be streamlined (or understood by governors where the differences needed to remain). Governors also requested that unique pupil totals were included in the numbers and not just aggregated numbers of incidents.</p> <p>It was confirmed that the number of RPI incidents would be added to the monthly tables from September and therefore included on the next report to governors. It was <b>AGREED</b></p>	

No.	Agenda Item		ACTION
		<p>that SM would be updated on any context regarding RPI (e.g. repeated or prolonged in duration). Any concern/trends would come to governors via SM.</p> <p><b>Governor Challenge:</b> As per the KCSIE updates, are school alerted if there are incidents related to events managed by external providers/out of school hours?  <b>Response:</b> This was in place prior to summer, in readiness for KCSIE changes. Lettings agreements state that providers must have a safeguarding policy of their own, and any incidents are also required to be reported to the school DSL. No notifications have been received to-date.</p> <p><b>Governor Challenge:</b> Why have domestic violence incidents dropped so significantly at KJS, but increased for BHS?  <b>Response:</b> These are incidents reported to school. However, this is not the real number – these are the incidents school is aware about. There are new Operation Encompass procedures – it is hoped that this will improve reporting to schools, as analysis of suspensions/exclusions shows a strong correlation between these and domestic violence.</p> <p><b>ACTION:</b> Both schools to present the annual safeguarding report at the next meeting.</p> <p>HH was thanked and left the meeting at 18.40.</p>	KS/CM
12	<b>Review of outcomes and destinations data</b>	<p><u>KJS</u>  Outcomes data (Year 11 and Year 13, summer 2023) were circulated in advance and noted by governors, with a verbal summary provided as per the contents of the report. These had been two year groups always closely monitored due to the impact of lockdowns on teaching and learning. It was noted that there had been strong progression for the outgoing Year 13 in terms of destinations. There was a discussion regarding higher education entry compared with national, and the reasons for destinations decisions.</p> <p>Governors noted a concerning pattern regarding creative subjects – digital photography, art, textiles. There had been unsatisfactory moderator reports despite the staff team and guidance remaining the same. This would be reviewed by school.</p>	

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		<p>The Year 11 Progress 8 score had improved compared to previous years, based on data available to-date, and EBacc outcomes were strong. SLT would review core provision regarding English and Maths, and some reviews related to specific cohorts had started (e.g. gender, disadvantaged, those with low attendance).</p> <p><b>Governor Challenge:</b> Are you also reviewing strategies for the current Year 10 in terms of reducing the disadvantaged gap?  <b>Response:</b> Learning cycle data for November will help to inform this thinking. The current year 10 finished year 9 strongly and the gap was small. SLT would monitor the year group closely for early learning cycles.</p> <p><b>Governor Challenge:</b> How is the raising achievement plan being implemented?  <b>Response:</b> There is a three-year Pupil Premium plan; SLT are going to review this to ensure funding is still being deployed appropriately for the current cohorts. We are also discussing attendance strategies for hard to reach families, and if any approaches need tailoring for the current Year 11 cohort to ensure support is targeted and bespoke. There is a need to look at subjects where PP performance is strong, to identify any practice that can be replicated elsewhere. The Year 11 team are also briefing to staff the groups of students who are outliers and need additional support/work intensively. Quality of teaching and learning remains the most important factor.</p> <p><b>Governor Challenge:</b> How much is the disadvantaged gap impacting the overall P8 score?  <b>Response:</b> It is a significant contributor. Some pockets of students have not done so well and we do need to look at this more closely.</p> <p>Governors noted the need to understand the main factors affecting disadvantaged groups and outliers – and therefore the strategies that needed to be implemented. There was a discussion regarding attendance patterns and attitudes towards attendance among students and families.</p>	

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		<p><u>BHS</u> Outcomes data (Year 11, summer 2023) were circulated in advance and a summary was provided as per the contents of the report.</p> <p>Governors acknowledged that this had been a challenging cohort, and a year group significantly affected by the pandemic. The P8 score was a little below average. There had been a lot of learning through managing this particular year group, and school was proud of their destinations. Some students had returned to feed back their positive experiences of where they had gone onto. Governors were pleased to hear that successful transitions had taken place for the year group.</p> <p>A strong performance in science was noted, with successful strategies implemented and to be shared where possible with other subject teams. Issues had been identified within DT, art, and PE, and these were being reviewed. Patterns in the moderation of creative subjects were also noted for BHS as per KJS.</p> <p>It was confirmed that first tracking data would be tabled at the November FGB meeting.</p>	
13	<b>Documents for noting</b>	<p>The following documents were circulated in advance and noted by governors:</p> <ul style="list-style-type: none"> <li>a) Revised SDP (KJS)</li> <li>b) LA visit reports</li> <li>c) Link governor visit reports (IY and AH to Boroughbridge, reviewing behaviour and climate for learning)</li> </ul> <p>Governors noted within the BHS LA visit report the possibility of a Federation application for TMP. There was a discussion regarding the benefits and risks.</p> <p><b>ACTION:</b> TMP application to be discussed by SDP subgroup, with an update brought back to the FGB.</p>	SDP subgroup

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		A summary was provided of link governor visits to BHS (IY and AH) – these had delivered consistent findings and positive experiences of student behaviour.	
14	<b>Ofsted action plan update</b>	<p>The action plan update was circulated in advance and noted by governors. It was acknowledged that school felt more positive. The report had been shared with stakeholders and these had been positive and open discussions (staff and parents). An update on current work being undertaken was provided as follows:</p> <ul style="list-style-type: none"> <li>• Expectations had been made clear with all year groups, with standards of uniform high; the intervention room was working well</li> <li>• Three areas of classroom Climate for Learning Expectations had been introduced (whole class, individuals, pair/group work)</li> <li>• When visiting lessons, there was no shouting out in class, governor visits were positive and calm. All external visits will be used to evaluate progress being made.</li> <li>• A behaviour review was taking place with KJS, and corridor behaviour was a focus for the SLT</li> <li>• Immediate need was capacity to support attendance strategies, and an additional pastoral manager</li> <li>• KS and CM had met to review development opportunities across the Federation</li> <li>• Some managed moves had taken place, and one permanent exclusion</li> </ul> <p>Governors noted positive social media commentary regarding BHS following the publication of the Ofsted report.</p>	
15	<b>Approval of PAN 23-24</b>	The PAN letters for both BHS and KJS were circulated in advance and unanimously <b>APPROVED</b> by governors for 2023-2024.	



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16	<b>Business Services update incl. HR &amp; H&amp;S</b>	<p>The HR and H&amp;S reports were circulated in advance and noted by governors and a verbal summary was provided. Key points noted were that:</p> <ul style="list-style-type: none"> <li>• Attendance management policies (staff) were being reviewed following lockdowns</li> <li>• Health and Safety – there had been issues with the LA competent person visiting the school; the SLA had not been met recently, however visits had now recommenced</li> <li>• LED works all completed successfully over summer</li> <li>• Computer upgrades went as planned and on time</li> <li>• BHS gym project went to plan successfully</li> </ul> <p><b>Governor Challenge:</b> Is there any impact on the schools in relation to action short of a strike?</p> <p><b>Response:</b> None. We have a positive relationship with union reps and this helps communications.</p>	
17 <b>Finance update</b>		<p>The minutes of the Executive Finance Group (14 September 2023) were circulated in advance and there was a discussion regarding the BHS in-year surplus against the LA recovery plan. Governors emphasised the requirement to address specific need in relation to Ofsted AFIs and there was a very clear business case for this expenditure.</p> <p><b>ACTION:</b> KS to send proposal to MD, MD to contact LA regarding use of additional in-year surplus to support specific recruitment requirements.</p> <p>An explanation of three-year budget planning was provided for the benefit of new governors.</p>	
18	<b>Policies for Approval</b>	<p>The following policies were circulated in advance and <b>APPROVED</b> for adoption:</p> <p><b>Federation</b> Attendance Management Parental Leave</p>	



The meeting ended at: 20.20

Signed ..... Malcolm Dawson (Chair) Dated.....

**ACTIONS ARISING FROM MEETING :**

<b>Succession planning</b>	Any governors interested in taking on the chair in the longer-term, to contact MD.	ALL	Ongoing
<b>Strategy day</b>	CM and KS to send LO possible dates for the strategy day; LO to circulate to all	CM/KS/LO	By half-term
<b>Safeguarding training</b>	All governors to complete annual safeguarding training	ALL	Autumn term
<b>Skills audit</b>	LO to circulate skills audit forms to all governors	LO	By half-term
<b>Declarations</b>	<b>ACTION:</b> All governors to:  c) Update and confirm the register of interests via their GovernorHub profiles d) Confirm that they had read and understood KCSIE 2023 via the GovernorHub profile	ALL	November meeting
<b>Safeguarding report</b>	Both schools to present the annual safeguarding report at the next meeting.	CM/KS	November meeting
<b>TMP</b>	TMP application to be discussed by SDP subgroup, with an update brought back to the FGB.	Sub-group	November meeting
<b>Policies</b>	Governor training to be added to safeguarding policy (MD and SM and a reference to GovernorHub records for all).  JW to table a list of policies aligned/not aligned across the Federation and a timeline for completing this work.	HH  JW	November meeting

	AS to meet with GK to discuss HR policies.	AS/GK	
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