

Burlington Junior School

Minutes of the Governing Body Meeting
held on Wednesday 28 September 2022

Present:

	Mr S Arbuthnot (Chair)	
	Mr S Bown (Vice-Chair)	
Mr N Barras		Mrs J Hickman
Mr S Gilmore		Mr J Kewley
Mrs S Griffin		Mrs P Utting
Mrs P Hall		Mr M West

In attendance were Mr Blow, Deputy Headteacher.

Mrs Campbell, Mrs Hakim and Mr Shah were observing the meeting.

The Clerk was Ms Karen Bridgman.

1. Safeguarding

The Deputy Head Teacher held a briefing session on child protection and safeguarding for Governors. Governors approved the school's Safeguarding Policy.

The Safeguarding Governor gave details of her discussions with AfC's Education Safeguarding Adviser. She explained that she had recommended that she met with different groups of pupils, not just the school council.

2. Apologies

Apologies were received from Revd Thomas. Governors consented to this absence.

3. Appointment of Chair

Mr Stephen Arbuthnot was appointed as Chair of the Governing Body for the ensuing year.

4. Appointment of Vice Chair

Mr Stefan Bown was appointed as Vice-Chair of the Governing Body for the ensuing year.

5. Declaration of Business Interests

Governors were asked if they had any business interest to declare. No business interests were declared.

6. **Non-Governor Participants/Observers**

Governors agreed that as there were no confidential items, Mr Blow, Mrs Campbell, Mrs Hakim and Mr Shah would not be required to leave the meeting.

7. **Minutes**

The minutes of the Governing Body meeting held on 15 June 2022 were approved.

8. **Matters Arising**

- The Chair attended the AfC training on the Education Inspection Framework.
- The SIP ran a leadership day at the school.
- **It was agreed that the SIP will attend a governing body meeting in the spring term to help governors prepare for Ofsted.**
- There are currently four vacancies on the governing body.

9. **2022-2023 School Development Plan**

The Headteacher reported that there continues to be a focus on English and maths. Support will continue to be provided to PPG and SEN children with reading and writing. There is also concern about the impact the current economic situation is having on vulnerable families, especially those who do not qualify for financial support.

There was a discussion on whether the PTA could be involved in encouraging parents to recycle their school uniform. It was noted that the PTA do help with funding trips.

The Headteacher reported that every teacher, apart from ECTs, has a subject which they lead on. Work is being done with subject leaders to increase their delivery of their subject.

The Headteacher reported that there is also a focus on behaviour. Some children found it difficult returning to school after lockdown and needed a lot of structured support. There has been a positive change this term in respect of the children's behaviour. There are more families needing support especially in respect of mental health. The support being provided by the Family Liaison Officer to families is invaluable.

Governors approved the 2022-2023 School Development Plan.

10. **SATs**

The Deputy Headteacher reported that the school is pleased with the results. The results were sent to the DfE but are not going to be published. The Deputy Headteacher gave details of the results and the following points were noted:

- The results were above the national average.
- The school was aware of the gaps especially in respect of the PPG children and this is included in the SDP.
- The gap in maths for PPG children was significant due to the impact of covid.

- All the teachers have to select two PPG pupils and review their performance during the year. This will also involve the parents.
- A number of EAL children have tutoring which impacts on the maths results.
- It is inappropriate for children working below KS2 to do the tests but the school cannot apply for them to be disapplied.
- Attendance was an issue for some children.
- The children did less writing during covid.
- The work being done on guided reading across the school has had an impact.

Governors queried how the results compared to the 2019 results and whether the gap in respect of PPG children had got bigger. The Deputy Headteacher gave details of the 2019 results. It was noted that the results were very similar.

Governors queried how the school compared to other schools. The Deputy Headteacher explained that they were above the Kingston and Richmond average but there is no ranking this year.

Governors asked about the transition of the Year 3 pupils. The Headteacher reported that the new Year 3 children have settled well at the school. There were less children at the infant school last year but these spaces have nearly been filled. At the beginning of the term there was approximately 13-14 spaces as children had left for different reasons but there are now only three vacancies.

Governors asked how the school was managing due to the Headteacher also working at Orleans Primary School. The Headteacher explained that this arrangement is working well but she will not be continuing at Orleans Primary School after Christmas.

11. Summer Term SIP Report

The Headteacher reported that there has been a big improvement in the children's learning behaviour across the school this term and the school now feels more settled.

Governors asked about the inconsistencies in the learning environment in Year 4 and Year 6. The Headteacher explained that this was in respect of displays needing to reflect the children's current learning. She had discussed the working walls with the SIP and the need to showcase the children's work.

It was noted that the school had a leadership day in September with the SIP on how to prepare for Ofsted inspections.

There was a discussion on the challenges with recruiting support staff, especially teaching assistants. It was recognised that there are a lot of expectations on TAs and the job has changed significantly.

12. Complaints Policy

Governors approved the Complaints Policy.

13. Membership of the Governing Body

Based on the skills required and recommendations of the governors at Burlington Junior School, AfC Governor Support, working on behalf of the RB of Kingston upon Thames local authority, formally

nominated John Kewley once again to the position of local authority governor. The term of office is four years ending on 27 September 2026. Governors formally ratified John Kewley to the position of local authority governor.

The Clerk reported that there are currently four vacancies on the governing body. Governors also needed to appoint a Safeguarding Governor and Equalities Governor.

14. Training

The list of training courses attended by governors was noted.

15. What Impact has this meeting had

- Governors need to continue to monitor the work being done by the school on closing the gap for PPG and more vulnerable children.
- The priorities for the year have been agreed and need to be the focus of governor visits.
- Governors completed their safeguarding training. It is important for all governors to know that the school has robust procedures in place and safeguarding is a standing termly agenda item at governing body meetings.

16. Equality Issues and Issues raised by parents

There were no issues raised by parents.

17. Clasp Building/Permanent Expansion

The Headteacher reported that the Clasp building was inspected during the summer holidays and the school can still use it. The local authority continues to monitor the building. The Deputy Headteacher explained that movement was measured on one side and the local authority are doing six weekly checks.

There was a discussion on the new build which has been deferred until Easter 2023. The Headteacher reported that Sport England were disputing the amount of play space. It was noted that the infant school was not included in the building project.

18. Staff Recognition

The Headteacher agreed to email the names of staff to the Chair.

19. Agenda Items for Future Governing Body Meetings

It was agreed that the Headteacher's Report, SEF, SIP Autumn Term Report and report of the Resource Committee would be reviewed at the next meeting on 23 November 2022.

20. **Confidential Items**

There were no confidential items.

21. **Any Other Business**

- **Mrs Hickman agreed to attend the Parents Forum on 14 October 2022.**
- **Governor visits week is 7-11 November 2022.**

Appointment of Co-opted Governors

Mrs Campbell, Mrs Hakim and Mr Shah were appointed as co-opted governors.

22. **Dates of Next Meeting**

Wednesday 23 November 2023 at 6.30 pm

Resource Committee – Friday 7 October at 8.00 am (virtual)

Curriculum Committee – Wednesday 9 November at 7.00 pm (virtual)