

Burlington Junior School

Minutes of the Governing Body Meeting
held on Wednesday 25 January 2023

Present:

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

In attendance were Mr Blow, Deputy Headteacher.

The Clerk was Ms Karen Bridgman.

1. Education Inspection Framework

Ms Emma Smith, SIP, gave a presentation on the Education Inspection Framework. **It was agreed that a copy of the presentation will be circulated with the minutes.**

2. Apologies

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

3. Declaration of Business Interests

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

4. Non-Governor Participants/Observers

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

5. Minutes

The minutes of the Governing Body meeting held on 23 November 2022 were approved.

6. Matters Arising

- The list of Ofsted questions is going to be reviewed at the next meeting on 22 March 2023.
- The Clerk is waiting to receive the link for GovernorHub.
- Parents were reminded about the voluntary payment.
- The Headteacher will be giving Mrs Hakim a tour of the school.

- The building contractors will be using their own generator to supply the power for the new build.

7. Report of the Headteacher

The Headteacher gave details of the work being carried out with staff, and particularly the subject leaders, to help them prepare for an Ofsted inspection. The Deputy Headteacher explained that there is now a lot more expectations on subject leaders and Ofsted expect all staff to be able to make judgements. Training is being provided to staff to help them with this. There was a discussion on the role of the subject leaders. It was noted that the school tries not to give year leaders a subject due to their other responsibilities, but will do this if necessary.

The Headteacher gave details of the current staffing. She explained that Miss Bond left at the end of the autumn term and the school has recruited a new teacher from September 2023.

8. SEF – Quality of Education

The Headteacher addressed the SEF in detail.

Governors asked about the increase in the number of racial incidents. The Deputy Headteacher explained that there were changes in the children's behaviour when they returned to the school after lockdown due to the things they had seen on-line and this resulted in an increase in the number of racial incidents. The school also now has a better system for reporting incidents. The system was implemented in 2021 and has made an impact. The Deputy Headteacher gave an example of an incident and how this is recorded. There was a discussion on the work the school does with children on addressing these issues.

9. Membership of the Governing Body

Mr Stefan Bown was reappointed as a co-opted governor for a period of four years. It was noted that there is currently one vacancy on the governing board.

10. Finance Update

The Headteacher reported that Governors had agreed that the budget would have a £16K deficit but this has now increased to £56K due to the support staff and teachers pay increases. The support staff pay increase was backdated to April 2022. The school did not receive any additional funding to address the pay increases which are an additional £32K per month. It is expected that the deficit will reduce as the school normally receives additional funding from the local authority before the end of the financial year.

The Headteacher reported that following the recent government announcement, the school should be receiving an additional £67K and a budget increase of 1%-3%. The PPG funding is also being increased to £70 per child which is ring fenced for these pupils.

The Headteacher reported that the school currently has a fixed rate for utility costs which finishes in September and it is not known how much this will increase by. The school does have a reserve fund but it is very difficult to set the budget due to the lack of funding.

Governors asked about the arrangements for the strike days. The Headteacher reported that two classes will remain open as these teachers are not striking.

There was a discussion on the budget. It was noted that schools are not allowed to set a deficit budget.

11. Safeguarding

The Safeguarding Link Governor gave details of her meeting with the School Administrator to discuss the SCR. She explained that she asked robust questions but did not review the SCR. The school is also planning to invest in a new system that sends reminders when DBS are about to expire. It was noted that the school completes a risk assessment on any member of staff who may have information on their DBS.

12. What Impact has this meeting had

- Governors are preparing for Ofsted and increasing their leadership knowledge of the school.
- Governors continue to strategically plan for the school's financial situation.
- There is improved reporting of racial incidents.
- There continues to be concern about the situation with the Clasp building and the permanent expansion project.

13. Equality Issues and Issues raised by parents

The Headteacher reported that the school now has two members of staff who speak Korean. This has really helped with engagement with Korean parents. A recent meeting was held with the Korean community which 14 parents attended. The school was able to get a real sense of what the parents wanted help with, which include transition to secondary schools and with reading.

14. Clasp Building/Permanent Expansion

The Headteacher reported that due to the current climate, the contractors for the new build do not want to commit to a final figure. The local authority are unwilling to sign off the project until they have the full price and there is concern that the project may now be delayed to the summer. A letter may have to be sent to parents highlighting the ongoing delays with the project.

There was a discussion on the building project. The Headteacher explained that the cost of this had increased to 14 million pounds. There continues to be worries about the Clasp building and how long the school can use it. It was felt that the demolition of the Clasp building will cause the most disruption and this is currently planned to take place in the spring 2024.

15. Staff Recognition

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

16. Agenda Items for Future Governing Body Meetings

It was agreed that SIP training, 2023-2024 budget and IDSR would be reviewed at the next meeting on 22 March 2023.

17. Confidential Items

There were no confidential items.

18. Any Other Business

- The focus for the next governors' visits will be Year 3 and Year 5.

19. Dates of Next Meeting

Wednesday 22 March 2023 at 6.30 pm

Resource Committee – Friday 10 March 2023 at 8.00 am (virtual)

Curriculum Committee – Wednesday 7 March 2023 at 7.00 pm (virtual)