

**Burlington Junior School**

**Minutes of the Governing Board Meeting**  
**held on Wednesday 22 March 2023**

**Present:**

Mr S Arbuthnot (Chair)

Mrs R Campbell  
Mr S Gilmore  
Mrs M Hakim  
Mrs P Hall  
Miss J Harris

Mrs J Hickman  
Mr J Kewley  
Revd K Thomas  
Mrs P Utting  
Mr M West

In attendance was 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 Mr Bown and Mr Shah. Governors consented to these absences.

It was noted that this was the second governing board meeting that Mr Barras had not attended or given apologies.

**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. Membership of the Governing Board**

Governors welcomed Miss Harris as the new staff governor to the governing board.

Mrs Hall was appointed as an Associate Governor. Governors thanked Mrs Hall for all her work and support as a staff governor.

**6. Minutes**

The minutes of the governing board meeting held on 25 January 2023 were approved.

**7. Matters Arising**

There were no matters arising.

**8. Report of the Headteacher**

The Headteacher addressed her report in detail. She gave details of the work the school has done on preparing for Ofsted.

The Headteacher reported that the school is currently appointing an additional SENCO for two days a week to support the Assistant Headteacher due to the amount of paperwork that has to be completed and an increase in SEN cases. She explained that Mrs Yendole is going on maternity leave from September and the school not be recruiting cover for her post due to appointing a part-time SENCO. The school has also appointed a new Family Liaison Officer due Ms Krivickiene leaving.

*Governors asked about the increase in the number of children with an EHC Plan.* The Deputy Headteacher explained that there were a number of different reasons for this and the numbers have doubled over the past four years. When the children transfer to the school in Year 3, their needs become more apparent. The school has to spend the first £6K of support before it can apply for an EHC Plan. It was recognised that it is difficult to get an EHC Plan and the school had to prioritise the children with the highest need.

The Deputy Headteacher reported that some parents will often apply themselves for an EHC Plan for their child. The Headteacher explained that the local authority will challenge any private educational psychologist (EP) report that a parent has obtained and expects the school to validate this with LA EP's.

*Governors queried how supportive parents were when the school wanted to apply for an EHC Plan for their child.* The Headteacher explained that a very small minority do not want their child to be labelled. The majority of parents want their SEND child to transfer to secondary school with an EHC Plan as they feel they will have more choice of school. The EHC Plan is very explicit about what support is needed and secondary schools may then state they cannot meet a child's needs, so having an EHC plan does not guarantee parental first choice of school.

*Governors asked whether the school worked closely with the Infant School so that it was aware of the children that needed support when they transferred in Year 3.* The Headteacher explained that Mrs Case works very closely with the SENCO at the Infant School. She gave details of how these children are identified and the support provided.

*Governors queried whether there had been a change in the school's demographics.* The Deputy Headteacher explained that there are now more white European families. There has always been a large number of Korean and Tamil families. The Tamil families engage well with the school. The Headteacher gave details of the successful coffee mornings held with Korean parents due to now having two new members of staff who are Korean. This work has made a real difference with engaging with these parents.

Revd Thomas reported that in December the church hosted a lot of services for local schools and it was noted that whilst Burlington Junior School was the biggest school, the children were the best behaved.

#### **9. Inspection Data Summary Report (IDSR)**

The Deputy Headteacher circulated the school's IDSR which he addressed in detail. The following points were noted:

- This data is based on the previous Year 6 children.
- The number of EHC Plans is above the national average.
- SEN support is above the national average.
- EAL is above the national average.
- Stability is not an issue at the school.
- There are a lot of working poor families but not high numbers of deprivation.
- Reading is -0.58 below the national average.
- Writing is not a test and the school has to evidence why these results are higher.
- Maths is -2.11 as some children struggle with the maths test and this is lower than the national average.
- The focus on the bottom 20% is a challenge for the school as these pupils did not make the expected progress.

*Governors asked how the disadvantaged children are identified.* The Deputy Headteacher explained that this is for children who have had free school meals during the past six years.

The Deputy Headteacher reported that most children join the school in Year 3 at the expected standard in maths but then some do not achieve this in Year 6 for a variety of factors. The Headteacher explained that Ofsted recognises that junior schools do not have any control of the KS1 results. The KS1 tests are different to KS2 SATS so the school has to ensure it does its own baseline data when the children join in Year 3.

*Governors queried why the lowest 20% did not make the expected progress.* The Deputy Headteacher explained that these children did well and did make progress but it was not expected progress based on their Year 2 assessments. Two of the children from last Yr 6 went to special schools but were assessed as working at the expected level in Year 2. Some children also do well in the classroom but then struggle with the tests and more formal exams in Year 6. The school has to deliver the tests on the same day to all the Year 6 children. The tests are also externally marked which is different to the Year 2 assessments.

#### **10. SIP Report**

Governors noted the Autumn Term SIP Report and felt that the report was very positive.

#### **11. SEF – Behaviour**

The Headteacher addressed the SEF in detail.

There was a discussion on which governors would meet with an Ofsted inspector. It was recognised that this was dependent on people being available when this happened.

**12. 2023-2024 Budget**

The Headteacher reported that the 2023-2024 budget will have an estimated deficit of £50K which will be met from the reserve fund. The school has to present a three year budget to the local authority and this shows that the school will have used the reserve fund at the end of this period unless it receives more funding.

There was a discussion on the budget and the financial difficulties the school is experiencing. Governors approved the 2023-2024 Budget.

**13. Service Level Agreements**

The Headteacher gave details of the SLAs:

Cygnnet (SIMS)  
SMS (Finance support and audit)  
AfC SPARK  
HR Payroll  
Educational Psychologists  
Cleaning Contract  
Eduthing (IT Support)

Governors approved the SLAs.

**14. Pay Policy**

The Headteacher circulated a copy of the staff responses to the Pay Policy in respect of the proposal to only agree to progression to upper threshold one.

**It was agreed to review the changes and the feedback from staff at the next Resource Committee meeting. Consideration will be given to whether the time of the Resource Committee meeting should change so that staff governors could attend.**

**15. Fire Safety Policy**

Governors approved the Fire Safety Policy.

**16. Parent and Visitors Code of Conduct**

Governors noted the Parent and Visitors Code of Conduct.

There was a discussion on the PTA and managing parents' expectations about its role. It was recognised that all members of the PTA are volunteers and we are very lucky they give hours of their time to raising funds for the school.

**17. Safeguarding**

Governors noted the safeguarding information in the Headteacher's report.

**18. 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.
- Governors continue to challenge the data presented to increase their knowledge of the school.
- There continues to be concern about the situation with the Clasp building and the delay to the permanent expansion project.

**19. Equality Issues and Issues raised by parents**

The Headteacher reported that at the Parents Forum, the Year 3 parents had raised concern that the behaviour from some of the older children towards the younger children was not as good as it could be and they gave examples of this. Following this, the school surveyed the Year 3 children to find out what was going well and what was not working well. The information was then shared with each year group and the staff talked to the children about this. It was agreed to separate the playground for only Year 3 and Year 4 so they had a safe space. The school then did another survey and the feedback from the children was more positive which will be shared at the next Parents Forum. Feedback was also given to the children in assemblies.

There was a discussion on the work the school does in supporting the pupils' transition to Year 3. The Deputy Headteacher explained that it is felt that this was due to the older children had no memory of being in Year 3 due to covid, so the current Yr 6 need regular reminders to care and respect the younger children.

*Governors queried whether there was any worries between the Year 6 pupils now that they knew which secondary school they were transferring to.* The Deputy Headteacher explained that a few children were upset as they did not get their preferred school but generally most of the children are happy. A lot of the children are transferring to single sex schools which they are not used to. It was noted that a lot of the children stay in touch with each other through Whatsapp when they are in Year 7.

**20. Clasp Building/Permanent Expansion**

There was a discussion on the permanent expansion project and the need for the council to fund this. The cost of the work had now increased considerably. It is hoped that the work will be approved by the council in April 2023.

The Deputy Headteacher reported that a safety check was carried out on the Clasp building.

**21. Staff Recognition**

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

**22. Agenda Items for Future Governing Body Meetings**

**It was agreed that the SEF and Pay Policy would be reviewed at the next meeting on 21 June 2023.**

**23. Confidential Items**

There were no confidential items.

**24. Any Other Business**

There was no any other business.

**25. Dates of Next Meeting**

Wednesday 21 June 2023 at 6.30 pm

Resource Committee – Friday 19 June 2023 at 8.00 am – virtual - **change of date**

Curriculum Committee – Wednesday 7 June 2023 at 7.00 pm - virtual