

**Burlington Junior School**

**Minutes of the Governing Body Meeting**  
**held on Wednesday 23 November 2022**

**Present:**

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

In attendance were Mr Blow, Deputy Headteacher.

The Clerk was Ms Karen Bridgman.

**1. Apologies**

Apologies were received from Mr Barras. Governors consented to this absence.

**2. Declaration of Business Interests**

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

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

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

**4. Minutes**

The minutes of the Governing Body meeting held on 28 September 2022 were approved.

**5. Matters Arising**

- Emma Smith, SIP, is attending the spring term meetings to do training on preparing for Ofsted.
- Governor visiting week was well attended.
- The SEND Link Governor completed a pupil voice.

**Feedback on SEN Governor Visit**

Mrs Hickman, SEN Governor, visited the school on 11 November 2022 to meet with Mrs Case, Assistant Headteacher. The visit covered a review of the following:

- SEN pupil numbers compared to Kingston and national – EHCP numbers growing over this year. A lot of pupils left last year, for example in Year 6 or went to special schools.
- Areas of SEN needs and types of pupils in these groups
- Pupils performing in lowest 20%. Senior leaders have targeted them for weekly book scrutinies, subject leaders have targeted them for reviewing and SLT meetings regularly look at lowest 20% books on a rolling programme.
- SDP to see how SEN is reflected in this to improve standards and close gaps.
- The 2022 SATs data to see how SEN pupils did and talked about stories behind the data, for example SEN pupil who arrived in Y5 did not do the SATs and is now in special school for Y7. This pupil made really great progress in reading.
- How Widgit is used to support SEN pupils, for example SLCN needs group.
- Provision mapper analysis of intervention progress for 2021-22.
- A pupil SEN questionnaire to engage SEN pupil voice in next visits.

### **PPG Governor Visit**

Mr Gilmore gave details of his visit. There are 104 children who are PPG and FSM. It was noted that the PPG strategy is now on the website.

### **SEF**

The Headteacher gave details of the SEF which is used by the school to prepare for the next Ofsted inspection. The SEF is based on the Ofsted criteria and includes a lot of Ofsted standards which the school has to evidence whether the work it is doing is having an impact.

There was a discussion on the SEF. **It was agreed that the Headteacher will produce an executive summary on each of the Ofsted criteria which will be reviewed at future governing board meetings.**

There was a discussion on Ofsted Inspections, especially in respect of achieving the outstanding criteria. It was noted that governors would not meet with the inspectors on their own and the meeting would be for approximately an hour on the last day of the inspection. The Deputy Headteacher reported that he has compiled a list of questions that Governors could be asked and their responses. **It was agreed that the list of questions will be reviewed at the next meeting on 25 January 2023.**

## **6. Report of the Headteacher**

The Headteacher addressed her report in detail. She explained that she now includes two of the questions in the SIP report in her report to governors. Governors congratulated the school on the excellent SATs results which were above the national average.

The Headteacher reported that this year the school is giving all teaching staff one hour a week to focus on the work of the bottom 20% in their class to try and close the gap. This means that there is more flexibility and the pupils can be supported through conferencing. It was not sustainable to ask the teachers to continue to do tutoring after school due to the impact this had on their workload.

Governors noted that attendance continues to be good.

The Headteacher reported that it has been positive to have more parental engagement again since covid. She explained that the appointment of Mr Kim has really helped with engaging with the Korean community.

The Headteacher reported that Miss Bond is leaving at the end of the autumn term. The school did advertise for a replacement teacher but received no applicants. Mrs Henry and Mrs Harvey will now be covering this class and parents have been informed about this.

## **7. Autumn Term SIP Report**

The Headteacher addressed the SIP Report in detail. She explained that SIP visits the school three times a year and has validated the school's judgements.

The Deputy Headteacher reported that the PPG gap is still an issue. He explained that at the end of KS2, 48% of the 26 pupils eligible for PPG funding achieved the combined expected standard in reading, writing and maths. It was recognised that it is difficult to narrow the gap as the KS1 results are based on teachers' assessments as the children do not have a test. Ofsted has also recognised it is harder for junior schools to increase value added as they are not in control of the results achieved at their feeder infant schools.

The Deputy Headteacher reported that the SEN children are doing well. The children with EHC Plans did not make as much progress. The SIP recognised that often the issues do not become more prevalent until a pupil is in Year 4 and it then takes two years to progress the plan.

*Governors asked what funding the school receives for children who do not have an EHC Plan.* The Headteacher explained that the school has to spend a minimum of £6K on support before it can apply for an EHC Plan. The school has to provide evidence on all the support provided before the local authority will consider an EHC Plan.

## **8. Governor Pupil Voice Feedback**

The Headteacher thanked Mrs Yendole for compiling the feedback report on governor pupil voices.

The Chair noted that previously some of the children had felt that areas of the field were not safe. This has now been addressed and was not raised again by the pupils. The Deputy Headteacher explained that on one occasion, during the lunch break, some teenagers were being silly with a shopping trolley which they lifted over the fence. He spoke to them and they were very polite and stopped doing this. When he came back on the field everything had escalated and a message had to be sent to parents to explain what had happened.

The Chair reported that previously some children had felt some parts of the field were out of vision but this was not mentioned during his last visit.

It was noted that one child had stated they could not go through the playground due to the amount of balls and fitness equipment. The Headteacher explained that this is worse during the winter as the children cannot play on the field. The Deputy Headteacher explained that the school has also changed the lunch time staff activities to support the children which will hopefully improve this. The Headteacher reported that it is lovely to watch the children playing on the field and it is missed when they have to stop using it due to the weather.

There was a discussion on the behaviour of teenagers from other schools who collect their siblings at the end of the day. The Deputy Headteacher explained that senior leaders are outside the school at the end of the day and will stop any unruly behaviour. The teenagers are usually from the

Coombe Schools and Raynes Park High School. The school will continue to monitor this and will inform the secondary schools if there are any incidents.

**9. Anti-Bullying Policy**

The Headteacher reported that following a formal complaints hearing it was recommended that the school's Anti-Bullying Policy was reviewed. There was a discussion on the child friendly version of the plan. It was noted that this has been shared with the pupils and covered in an assembly.

Governors approved the Anti-Bullying Policy.

**10. Low Level Safeguarding Concerns Policy**

The Deputy Headteacher addressed the Low Level Safeguarding Concerns Policy in detail. He explained that AfC Education Safeguarding Adviser completed a safeguarding audit at the school and had recommended the school having this policy.

There was a discussion on the policy and what constituted a low level concern. The Deputy Headteacher gave details of how this is monitored and the interventions that would be provided.

*Governors asked about the process for raising concerns.* The Deputy Headteacher gave details of the process for reporting concerns. There was a discussion on safeguarding and the robust procedures in place in the school.

Governors approved the Low Level Safeguarding Concerns Policy.

**11. Membership of the Governing Body**

Mr Simon Gilmour 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.

**12. Governor Hub**

There was a discussion on the Governor Hub. **It was agreed that the school would subscribe to the Governor Hub.**

**13. Resource Committee**

The Chair of the Resource Committee addressed the minutes of the meeting held on 7 October 2022. He explained that the support staff pay increase has been actioned and was backdated from 1 April 2022. The teachers have been awarded a 5% pay increase which will be backdated from 1 September 2022. There is concern that schools will not receive any additional funding to cover the pay increases

There was a discussion on the budget and the impact of the pay increases. The Headteacher explained that the local MP's have asked for examples of how this is impacting on school budgets. It was noted that the school is able to set a deficit budget due to having reserve funds.

*Governors queried whether the building works will result in the school having increased electricity costs. It was noted that contractors normally have their own generators and would pay the school if it had to use its electricity. **The Headteacher agreed to obtain confirmation that the contractors will be using their own generators at the regular meetings with the local authority to discuss the new build.***

The Headteacher reported that the school still asks for voluntary contributions from parents. There was a discussion on whether on the school could ask for gift aid donations. It was recognised that the school did not have the capacity to do this. **The Headteacher agreed to remind parents about the voluntary payment.**

**14. Safeguarding**

The Headteacher gave details of the safeguarding audit carried out at the school by the AfC Education Safeguarding Adviser. She explained that the school is now reviewing the recommendations but there were no major concerns. It was noted that Mrs Campbell is the Designated Safeguarding Governor and Mr Bown, the Deputy Safeguarding Governor.

**15. What Impact has this meeting had**

- Governors are starting to prepare for Ofsted.
- The issues raised in the governor pupil voices are being addressed.
- Governors visits have confirmed that the children feel safe in school, can talk about their learning and feel they are being treated equally.

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

*Governors asked about the equality issues in respect of gender which were raised in the pupil voice as the children had referred to fairness between boys and girls in school. The Deputy Headteacher reported that there are constant discussions with the children about this. The Headteacher explained that sometimes a particular group may be kept in, for example if there is flooding in the boys' toilet or an issue with a particular year group.*

The Deputy Headteacher reported that at the Parents Forum there had been a discussion on Tapestry, which is the system used by the Infant School. Parents really like this system as it gives them access to their child's work. This is a good system for early years' settings. The Deputy Headteacher gave details of the systems which are used in the school which were explained to parents at the last Parents Forum.

**17. Clasp Building/Permanent Expansion**

The Headteacher reported that it is still planned that the building works will start in April 2023 and a further letter has been sent to parents.

The Headteacher reported that there is an issue with buildings built in 1960-1970 that have a flat roof as a lot of them have used a particular type of steel pole which are now collapsing. A survey has been completed on the Clasp building and it does not have any of these steel poles.

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 SIP training and the SEF, SIP Autumn would be reviewed at the next meeting on 25 January 2023.**

20. **Confidential Items**

There were no confidential items.

21. **Any Other Business**

- **The Headteacher agreed to give Mrs Campbell, Ms Hakim and Mr Shah a tour of the school.**
- The Headteacher confirmed that all the staff had their performance management meetings and targets have been set. These will be reviewed in February and July 2023.

22. **Dates of Next Meeting**

Wednesday 24 January 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)