

**Burlington Junior School**

**Minutes of the Governing Board Meeting**  
**held on Wednesday 21 June 2023**

| <b><u>Governing Body (14)</u></b> |                                  |
|-----------------------------------|----------------------------------|
| <b><u>Co-opted Governors</u></b>  | <b><u>LA Governor</u></b>        |
| Stephen Arbuthnot                 | John Kewley                      |
| Stefan Bown                       | <b><u>Parent Governors</u></b>   |
| Rebecca Campbell                  | 2 vacancies                      |
| Simon Gilmore                     | <b><u>Staff Governor</u></b>     |
| Mariam Hakim                      | Jemima Harris                    |
| Julie Hickman                     | <b><u>Ex-Officio</u></b>         |
| Naveed Shah                       | Pip Utting                       |
| Revd Katie Thomas                 | <b><u>Associate Governor</u></b> |
| Matt West                         | Sarah Finch                      |
|                                   | Pam Hall                         |

In attendance was Mr Blow, Deputy Headteacher, and Ms Sarah Finch (Observer)

The Clerk was Ms Karen Bridgman.

**1. Apologies**

Apologies were received from Mrs Hall, Mr Kewley and Revd Thomas. Governors consented to these absences.

**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 and Mrs Finch would not be required to leave the meeting.

**4. Minutes**

The minutes of the governing board meeting held on 21 March 2023 were approved.

**5. Matters Arising**

There was a discussion on the time of the Resource Committee meetings and whether this could be changed so that staff governors could attend. **It was agreed that if there were specific items that were relevant to staff governors, the school would facilitate their attendance at these meetings.**

## 6. Appointment of Co-Opted Governor

Mrs Hickman was appointed as a Co-opted Governor for a period of four years.

It was noted that there are now two parent governor vacancies. **It was agreed that parents would be asked to stand as governors in September once the new Y3 parents had joined the school.**

## 7. Report of the Headteacher

The Headteacher addressed her report in detail. She explained that a lot has been accomplished during the past year. The new 2023-2024 School Development Plan will be reviewed at the next governing board meeting on 27 September 2023. The focus will be on writing, geography, mental health and wellbeing for pupils and staff, SEND and the new building project.

The Deputy Headteacher reported that there has been a big focus on Quality First Teaching. He explained that there has also been a review of how space is used in the school due to some children needing more support.

The Headteacher reported that the school has spent a lot of time preparing for an Ofsted inspection but the timeframe has now been extended. It is now likely that the school will be inspected before July 2024.

The Headteacher reported that the school's writing SATs were moderated and the reading and maths papers are being marked externally. Mr West explained that there were no issues with the moderation and it had been a positive experience for the school. The reading test was notably harder this year. There was a discussion on the SATs and the school's targets. **It was agreed that the SATs results will be reviewed at the next meeting on 27 September 2023.**

The Headteacher reported that the cluster group continues to be strong and provides a lot of training and support. The schools employ their own cluster manager which is the reason why the cluster group schools work so well together. There was a discussion on the cluster manager's role.

The Headteacher reported that the new Site Manager and Family Liaison Officer have settled well at the school.

*Governors queried why teaching assistants were leaving the school.* The Headteacher explained that there were a number of reasons for this including some going to university, moving away or retiring. It continues to be difficult to recruit teaching assistants and the school is using agency staff.

The Headteacher reported that the majority of Year 6 children continue to transfer to Coombe Boys and Coombe Girls schools but increasing numbers of pupils are going to Raynes Park High School. She explained that the Year 10 pupils from Raynes Park High School had helped as ambassadors at sports day and were fabulous role models. There was a discussion on the links the school was building with Raynes Park High School.

The Headteacher reported that there are no concerns about off rolling and children are leaving the school for genuine reasons. There are records to show this. The school is expecting to be full in September as 117 children are transferring from the infant school and there have been three external applications.

The Chair noted that it was agreed that a Year 5 child no longer needed SEN support. The Headteacher explained that the interventions provided to this child has made an impact. There was a discussion on the support provided to pupils.

*Governors queried whether there was an increase in parents paying for private assessments.* The Headteacher explained that if a parent has their child assessed privately, the report will not automatically be accepted by the local authority. The school then has to pay for an educational psychologist to do another assessment which is not always possible due to the lack of educational psychologist time allocation the school receives each year. There was a discussion on private assessments especially for children with severe dyslexia.

*Governors asked about the industrial action planned for 5 and 7 July.* The Headteacher explained that Year 6 are visiting their secondary schools on 5 July and secondary school headteachers have agreed that this would still happen as it was too difficult to change the date. The Year 2 transition is usually on the day when the Year 6 children visit their secondary schools but due to the industrial action this will now be on 13 July. No information is available yet on which classes may be closed but the senior leaders and support staff will be in school. The Headteacher reported that the NAHT are currently balloting its members and are talking about coordinated strikes with all the unions next term.

*Governors asked how many strike days had been held.* Mr West explained that there had been eight strike days. The Headteacher explained that the pay body have recommended a pay increase that was different to the increase offered by the government who have stated that they will not fully fund this. Schools will have to fund this increase from their budgets if it is not funded by the government.

#### **8. SIP Report**

Governors noted the Summer Term SIP Report and felt that the report was very positive. The Headteacher explained that the SIP has done a lot of work with subject leaders to help with preparing them for Ofsted.

#### **9. Family Liaison Officer – Duties and Responsibilities**

The Vice Chair reported that he met with Ms Krivickience for her exit interview and he had not realised the remit of her role and had felt it would be helpful for all governors to know about this. **The Headteacher agreed to arrange for governors to meet with Ms Deborah Capon, the new Family Liaison Officer, when they visit the school during governors' week.**

#### **10. Staff and Headteacher's Wellbeing**

The Headteacher reported that she is now including this in her report. Mr West reported that the year groups support each other and all members of SLT are always available and very supportive. The Vice Chair reported that the support provided by staff to each other is always evident at the exit interviews and staff are always sad to leave the school.

There was a discussion on the changes in parents' attitudes and how this can impact on staff. It was recognised that the new build will be more challenging for staff especially in respect of parking.

*Governors queried what support was available to the Headteacher.* The Headteacher explained that AfC has arranged 'headspace' sessions for headteachers to have a safe place to talk. The cluster group also employs a coach. The conference arranged by the local authority for Headteachers is also an opportunity for Headteachers to support each other and be together. AfC tries to support schools as much as it can.

**11. SEF – Personal Development**

The Headteacher addressed the SEF in detail.

**12. NGA**

There was a discussion on the training available to governors from the NGA.

It was noted that Chairs were sending a joint letter to the government about funding for schools.  
**The Chair agreed to find out more information about the letter and whether it had been sent.**

**13. Acceptable Usage Policy**

**Governors agreed to sign the form that was on Governor Hub.**

Governors approved the Acceptable Usage Policy.

**14. Safeguarding**

There was a discussion on the checks carried out by Ofsted when they inspect the school.

**15. Curriculum Committee**

The Chair gave details of the presentations at the Curriculum Committee meeting on computing, DT and the curriculum.

**16. Resource Committee**

The Chair of the Resources Committee gave details of the meeting held on 16 June 2023. He explained that it was agreed that the school would set a deficit budget for 2023-2024. The deficit will be met from the reserve fund. The Committee also reviewed staffing, the Finance Policy and the Pay Policy.

**Pay Policy**

The Headteacher reported that it was proposed that teachers could no longer apply for UPS2 and a consultation was held with the staff on this change. A letter was then sent from the staff to governors giving their views on this. The proposed change was also discussed with HR and the staffing structure was reviewed. It has now been agreed that all staff can still apply for UPS1 but they have to be a year leader or core subject leader to apply for UPS2. This change was approved by the Resource Committee at the meeting on 16 June 2023.

The Headteacher reported that if staff now disagree with the changes in the Pay Policy, they will need to discuss this with their unions as the consultation process has been completed. The Pay Policy is reviewed every year and there is always the opportunity to change this again in the future.

There was a discussion on the staffing for the next term. It was noted that there were no teaching staff changes next term.

**17. Clasp Building/Permanent Expansion**

The Headteacher reported that the council will be hopefully approving the new build project at the Corporate and Resources Committee meeting on Thursday 29 June 2023. It is planned that the work still start the day after the school closes. **The Chair, Mrs Campbell and Mrs Hickman agreed to attend the Corporate and Resources Committee meeting on Thursday 29 June 2023.**

There was a discussion on the building project and the clearance of the school. The Headteacher reported that the plan is that the school will move into the new building in January 2025 and by May half term 2025 the clasp building will be demolished.

**18. Dates of Future Meetings**

The dates for the 2023-2024 governing board meetings are:

Wednesday 27 September 2023  
Wednesday 22 November 2023  
Wednesday 31 January 2024  
Wednesday 20 March 2024  
Wednesday 19 June 2024

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

- The school has worked hard on preparing for Ofsted.
- Governors want to support staff and pupils' wellbeing and will monitor whether the building work has an impact on this.
- The Chair of the Resource Committee continues to meet regular with the School Business Manager to monitor the financial situation.

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

It was noted that the Parent Forum addresses any issues that are raised by parents. Mr West gave details of the Parent Forums and the issues raised.

Equality Plan

The Headteacher reported that the development of the Equality Plan was included in the SDP. Sabina Edwards, Director of Educating for Equality, is scheduled to deliver 2 more twilight sessions in the Autumn term. The Headteacher attended the AfC Racial Justice Conference on 20 June 2023 which had some very practical workshops. There was a discussion on the work the school is doing on the Equality Plan.

**20. 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 SDP, SATs results and safeguarding updates would be reviewed at the next meeting on 27 September 2023.

**23. Confidential Items**

There were no confidential items.

**24. Any Other Business**

- A SEN visit has been completed which included a pupil voice and meeting with SEN parents.
- Ms Sarah Finch was appointed as an Associate Governor for a period of four years.
- It was noted that another consultation was sent to local residents in respect of building a new Lidl opposite the school.
- The Year 5 pupils are petitioning for a 20 mile speed limit outside the school.
- Consideration will be given to having a mural painting on the hoarding for the building work.

**25. Dates of Next Meeting**

Wednesday 27 September 2023 at 6.30 pm

Resource Committee – Friday 3 November 2023 at 8.00 am - virtual

Curriculum Committee – Wednesday 8 November 2023 at 7.00 pm - virtual