

Burlington Junior School
Minutes of the Governing Board Meeting
Wednesday 12th June 2024

Governing Body (14)

Co-opted Governors

Stephen Arbuthnot
Stefan Bown
Rebecca Campbell
Simon Gimour
Mariam Hakim
Julie Hickman
Naveed Shah
Matt West

LA Governor

John Kewley

Parent Governors

Mariam Uteem
Sarah Finch

Staff Governor

Jemima Harris

Ex-Officio

Pip Utting (HT)

Associate Governor

Pam Hall

In attendance was Mr Blow, Deputy Headteacher (DHT)

The Clerk was Miss Aniq Mir

1. Apologies

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

2. Declaration of Business Interests

No business interests were declared.

3. Non-Governor Participants/Observers

Governors agreed that there was a confidential matter on the agenda and all staff members would be required to leave the meeting.

4. Minutes

The minutes of the governing board meeting held on 20 March 2024 were approved.

5. Matters Arising

John Kewley's consecutive absences were discussed and it was decided that the chair will address this matter with Mr Kewley.

The HT reported that the data from the previous clerk's laptop could not be recovered. The board discussed how the minutes should be stored and the importance of using The Governors Hub portal.

6. Report of the Headteacher

HT asked if there were any matters arising from the head's report.

Governors queried the rising numbers in staff absence? The HT reported that there has been a rise in absence numbers following Covid and this is being managed by following the steps outlined in our staff attendance policy. The HT recognised that the salaries received by support staff is a contributing factor in the high levels of absence within that staff group, if their partner is the 'breadwinner'.

Governors asked if the school knew what proportion of absence was due to stress? The DHT reported that there is a fair division in the reasons for absence. The HT reported that there have been cases of absences due to stress and in these cases steps are taken to ensure that the staff member is well supported to prevent long term absence.

Governors asked if the overall absence figures were consistent with previous years? The HT went through the data taken from a SIMS report. Data for a 3 year period prior to and post covid was discussed and it was recognised that there has been a rise in absence levels since the covid pandemic.

Governors asked when the CPOMS demonstration will be available to governors? The DHT reported that this is being looked into to ensure that confidentiality is not being breached.

Governors queried how long the log of incidents on CPOMS is retained for? The HT confirmed that it is kept for the duration of the child's attendance at BJS.

Governors asked if the data is passed on to the child's secondary school? The DHT reported that due to GDPR this is no longer the case unless there is a child protection concern.

Governors acknowledged the lack of OPAL donations from families and suggested that class reps could send out a message - The DHT agreed and suggested that talking to children in assembly followed by a distribution of hard copy letters, which could also be useful.

Governors suggested that it would be helpful to speak to a few SEN pupils during governor week - The HT agreed that this would be beneficial.

SDP (Appendix 3) - No concerns raised

SIP report - Not available until the visit on the 20 June

7. Resources Meeting

Next meeting will be held on the 19 July.

8. Curriculum Committee

Minutes from the meeting held on the 05 June to be circulated in the next few weeks.

9. Policies & Portal

The clerk and the Governors looked at the portal together and discussed how to use it effectively.

10. Governor Visits

HT advised that the next governor week will be week commencing the 17th June.

HT is to confirm the upcoming dates for the governor site visits - aiming for one in July and one in late September.

11. Clasp Building/Permanent Expansion

Governors asked for an update on the expansion - The HT reported that it is going well and within the set time frames.

Governors queried the schools position in regards to Hobkirk house and the access through school grounds while work is being carried out - The HT raised this with Morgan Sindall who confirmed that during the demolition of Hobkirk, Morgan Sindall will use the access road and cross the rear of the school field for their access route to and from the Hobkirk site.

Morgan Sindall also confirmed that the contractor building on the area of the Hobkirk site which has been sold, will not be allowed to use the access road or school field for access. Access to their site will be from Blagdon Road.

Governors asked if there are any further checks due on the clasp - The DHT reported that checks were carried out over Easter and the next one is due before Christmas.

12. What impact are Governors having

The HT acknowledged the overall support received from the governors in making sure the school is operating as it should be. The HT also acknowledged the board's support with the school expansion project, through site visits. The HT thanked the governors for their involvement with the children through link weeks and subject reviews.

The board talked about the recent Islamic civilisation theatre performance and the weekly Orchestra club which was arranged and run by members of the board.

The finance committee also meets regularly with the school business manager to discuss resources.

A member of the board also conducts exit interviews with staff when they resign from a role at Burlington. This is a valuable exercise allowing staff to express their views which are used to make improvements.

13. Equality issues and issues raised by parents

Governors asked if the issue raised previously about the missing Arab category on application forms has been resolved - The HT reported that the Year 2 to Year 3 transfer form will be updated to reflect this, however the Census cannot be changed.

Governors queried if there was a possibility of putting the ethnicity group in some form of chronological order on the HT's report - The HT is to action this.

Governors queried the long list of language options - The HT to look into ways of minimising this.

14. Staff Recognition

The HT is to send recommendations to the chair of board.

15. Agenda items for future Governing Board meeting

To be set and circulated before the next meeting

16. Any other Business

Governors spoke about the upcoming national thank a teacher day where parents are asked to nominate a teacher who they felt had made a positive impact on their child. It was suggested that a card or email of appreciation is just as appreciated as presents.

Governors shared that it is south asian heritage month in July and suggested that it would be good to see the school raise awareness i.e. assembly.

Clerk to find out and learn about the governor election process.

17. Dates of next meeting

Wednesday 18th September 2024

Wednesday 20th November 2024

Wednesday 29th January 2025

Wednesday 19th March 2025

Wednesday 18th June 2025

