

Burlington Junior School
Minutes of the Governing Board Meeting
Wednesday 18th September 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

Vacant

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

Mrs Hall - received and accepted by the board
Mrs Hakim - Absent without apologies

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. It was agreed that should the matter escalate to a stage 2 complaint all members who would form part of the hearing panel would be required to leave the meeting while the confidential matter is discussed.

4. Minutes

The minutes of the governing board meeting held on 12 June 2024 were approved.

5. Matters Arising

None. Possible change in heading from "Matters Arising" to "Actions"

6. Report of the Headteacher

The HT reported that the academic year has started well with staff having completed all necessary INSET day training. The HT asked if there were any matters arising from the head's report.

Governors asked how the new Y3 are in comparison to last years? JH reported that the transition went well and that the group has settled in well. The school recognises the rise in needs in comparison to 10 years ago and the SLT are supportive of these changes.

Governors queried how the reduction in support staff has impacted the overall teaching standards? The HT reported that the school is managing the change well with support being offered to the year groups with higher needs.

Governors asked if it would be worth encouraging more parent volunteers? The HT agreed that this would be helpful. Requests in the newsletter have been made.

Governors asked how the SEN transition went? The HT reported that it was managed well. The SENCO attended all the transition meetings and the Infants school were very supportive.

Governors shared news on primary school numbers being reduced and asked if this could be due to higher home schooling numbers? The HT suggested multiple factors that could be causing this such as Covid, Brexit and lower birth rates.

Governors queried if the school is full? The HT confirmed that the school has 3 or 4 places at most and there are no concerns.

Governors asked if the empty rooms in the new build could be considered for a specialist hub? The HT agreed that this could be possible and beneficial in the future, more likely in the Victorian block.

Governors asked if the new building would be fully occupied? The HT reported that it would not be full to begin with. The new year 3 (2025 intake) will be remaining in the current Year 4 building as their playground is bespoke for them.

Governors queried if each year group will occupy a floor each in the new build - The HT reported that this will be the case.

SDP (Appendix 2) - The HT reported that the Self Evaluation Form (SEF) was too long and the SLT are looking into ways of how to improve this and make it more OFSTED compliant. The HT reported that the school has seen the Year 6 children achieve positive SATS results Summer 2024.

Governors queried if any children missed the SATS and if so for what reason? The HT reported that there was a case of one that did not complete the test and another child could not take it due to language barriers.

Governors asked how much time subject leaders/staff spend on training?

The HT reported that they spend 1 hour a week training, and alongside this, the assistant head Regularly spends time with subject leaders and reviews the curriculum delivery with them.

SIP report - Not available until the visit on the 17th October

7. Resources Meeting

The most recent meeting was about the budget and the impact of the reduction in support staff. The DHT reported on the changes that have been developed in the Teaching Assistant work model and with them not being assigned to one particular class or child .

The HT reported that the new education secretary is prioritising the SEN agenda and the funding for it.

Governors asked if there was an update on the funding? The HT confirmed that the teachers pay increase has been approved however there has been no announcement of any further funding.

Governors asked what the schools financial position would look like next April? The HT reported that it's difficult to comment on this due to so many complicated factors when budget Setting. The school business manager always prepares the budget well in advance.

8. Curriculum Committee

No actions from the previous meeting to be addressed.

9. Safeguarding and Health and safety updates

The DHT presented the annual safeguarding refresher for Governors followed by a Q&A session.

Governors asked how the school checks if teachers are tutoring privately when recruiting? The HT reported that teachers are asked to declare this in their declaration of business interest survey.

Governors asked if the school is aware of which staff are tutoring? The HT confirmed that the school is aware of teachers who tutor privately. The DHT added that teachers are reminded of the consequences they could possibly face if they decided not to declare this and it later became apparent if a child made a disclosure.

Governors asked if the school knew how many teachers are on the tutoring register and if it is the same teachers that come up regularly? The HT reported it is around 4 of the same teachers on the register.

Governors raised their concerns over tutoring being an easy route for groomers to target their victims.

The HT acknowledged these concerns and reassured the board that any low level concerns are treated seriously and are followed up in accordance with the schools low level concerns policy.

Governors asked if the tutoring register also lists names of the children being tutored? The HT confirmed that yes this is the case.

Governors asked if all safeguarding training is delivered in house? The HT confirmed that this is the case. The HT reported that all DSL's regularly attend external safeguarding training.

Governors queried if the safeguarding policy has been updated and when it will be available for approval? The HT confirmed that the policy will be uploaded on the governor hub for approval within 2 weeks before going on the website.

Governors asked how safeguarding concerns raised by staff are dealt with? The HT reported that all concerns are raised through CPOMS and the DSL's are alerted. The concerns are then investigated and if necessary external agencies are notified.

10. Governor Visits

Next site visit will take place on the 30th September

Governor weeks are due in the weeks commencing:

04th November 2024

24th February 2025

02nd June 2025

11. Clasp Building/Permanent Expansion

A letter with an update will be sent to parents by the next half term.

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 SEN steering group and the support given to senior leaders around personnel issues, through site visits.

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

13. Equality issues and issues raised by parents

A confidential matter is on the agenda to discuss.

14. Staff Recognition

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

15. Agenda items for future Governing Board meeting - To be actioned

Feedback on policies

The DH to Update on tuition and the safeguarding policy

16. Any other Business

Election of chair - The HT proposed a motion to re-elect the existing chair. This was seconded by the vice chair.

Election of Vice Chair - The HT proposed a motion to re-elect the existing vice chair. This was Seconded by a co-opted governor.

17. Confidential Matter

S Bown, J Hickman and M Blow were asked to leave while this was discussed.

Dates of next meeting

Wednesday 20th November 2024

Wednesday 29th January 2025

Wednesday 19th March 2025

Wednesday 18th June 2025