

Burlington Junior School

Minutes of the Governing Board Meeting

Wednesday 21 January 2026

Membership Category	Appointed By	Name	Term of Office
LA (1)	Governing Body	Julie Hickman (LA/PTA/SEN)	21.06.23 - 21.06.27
Parent (2)	Election	Sarah Finch (Chair)	22.11.23 - 22.11.27
Parent	Election	Mariam Uteem (Vice Chair) (SEN)	31.01.24 - 31.01.27
Headteacher (1)	Ex-Officio	Pip Utting (Head Teacher)	
Staff (1)	Election	Jemima Harris	22.03.23 - 22.03.27
Co Opted (9) (2 Vacant)	Governing Body	Stephen Arbuthnot (Curriculum Committee Chair)	26.09.23 - 26.09.27
Co Opted	Governing Body	Stefan Bown, (Resource Committee Chair)	02.05.23 - 02.05.27
Co Opted	Governing Body	Rebecca Campbell (H&S/Safeguarding)	28.08.22 - 28.09.26
Co Opted	Governing Body	Simon Gilmour (PPG) (Pay Committee Chair)	21.11.22 - 21.11.26
Co Opted	Governing Body	Mariam Hakim (EDI)	27.09.22 - 27.09.26
Co Opted	Governing Body	Kita Ikoku (EDI & Wellbeing)	19.03.25 - 19.03.29
Co Opted	Governing Body	Abbie Jackson	21.01.26 – 21.06.30

In attendance: Mr. Julian McCarthy & Ms. Abbie Jackson

Clerk: Anika Mir

The Chair welcomed all attendees and requested consent to audio-record the meeting to support accurate minute-taking. The Board unanimously consented.

1. Apologies

Apologies were received from Ms. Ikoku and Mrs. Hakim. The Clerk noted the apologies and recorded absence.

2. Declaration of Business Interests

The Chair reminded governors to ensure declarations are confirmed and up to date on Governor Hub to maintain compliance.

Actions: All governors to confirm and update their declarations on Governor Hub.

3. Organisational Matters

(i) Vacancies

The Chair confirmed that after the new appointments have been added it will leave the constitution with two Co-Opted governor vacancies.

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(ii) New Governor Approval

The Chair introduced Ms. Abbie Jackson who had submitted her application to become a school governor. She asked Abbie to share a bit about herself to the board and for everyone to introduce themselves in return.

The chair confirmed that she and the school Head reviewed the application and were satisfied with the references received. Governors were asked for their approval, and Abbie was unanimously voted in by a show of hand.

The chair also introduced a second observer, Mr. Julian McCarthy who had expressed an interest in becoming an associate governor.

Action: Clerk to update records and Governor Hub to reflect on the new appointments.

(iii) LA Governor Approval

The Clerk confirmed that the pending references for Mrs. Julie Hickman had now been received and approved.

Based on the skills required and recommendations of the board at Burlington Junior School, Achieving for Children Governor Support, working on behalf of the Royal Borough of Kingston upon Thames Local Authority, formally nominates Mrs. Julie Hickman to the position of LA governor. The term of office is for four years ending on 21st January 2030

The board formally ratified Julie Hickman to the position of LA governor.

Action: Clerk to update records and Governor Hub to reflect on the new appointment.

4. Minutes of Previous Meeting

The Chair invited comments; none were raised. The minutes of the meeting held on 26 November were approved as a true and accurate record.

Action: Chair to sign the approved minutes on Governor Hub.

5. Any Urgent Matters

(i) Health and Safety concern raised by parent

The chair briefed the board on the concern that has been raised and the steps that have been taken so far. She informed the board that a Health and Safety review meeting had been held between herself and the school Head and an outcome letter is being prepared to be sent to the parents involved.

Governors asked if it was being treated as a complaint? The chair confirmed that this was not the case and instead it is being treated as a concern and so the steps being taken are in accordance with that. The chair went on to explain that the family have requested to know more about the

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procedure the school followed immediately after the incident and what preventative measures have been put in place for the future.

6. Follow-ups from Last Meeting

- (i) Clerk to update new appointments on the Hub – Confirmed as completed
- (ii) Chair to sign the approved minutes on Governor hub – Confirmed as completed
- (iii) Site team/contractors to assess slip resistance and propose solutions. SLT to implement Opal zoning and temporary fair measures – Ongoing
- (iv) The Headteacher to request contractor adjustment to gate release heights, Update risk assessment and liaise with the LA on compliance and safety needs – Ongoing
- (v) The Headteacher to explore FOI on expansion budgets and request three quotes for permanent glass partitions and evaluate priority against other snags – Ongoing
- (vi) Clerk to maintain the Governors' SharePoint site and implement the policy renewal-tracking spreadsheet – Ongoing
- (vii) Clerk to move consulted policies from SharePoint to Governor Hub for approval and website publication – Ongoing
- (viii) All governors to sign the Code of Conduct on Governor Hub – Reminder to be sent
- (ix) Working Party to standardize a governor visit template aligned to the School Improvement Plan and clarify confidentiality/anonymity.

7. Safeguarding – Playgrounds and Gate Security

The Headteacher reported that this is an ongoing matter and the contractors are looking into this. There has been no response to the opening of the roof terrace, so it remains out of use.

8. Building Update

The Headteacher continued to report that there has been a water leak which is affecting the Infants entrance pathway. There has been a water loss of 350 litres.

Julian, (observer) suggested that if a meter had been installed then that would flag up and record the quantity of water loss. Governors wondered if work in the local area may have caused the water leakage.

The chair asked what the main barrier is for the roof top terrace to be opened? The Headteacher reported that the surrounding walls are too low and unsafe. The governors agreed that this is non-compliant. Governors shared that Hobkirk House is being considered for a care home. The Headteacher shared details of the next site meeting on the 6th of February and welcomed governors to attend. She agreed to send the board the link to join. The Headteacher also reported that she is still waiting for a quote for the glass walls and The Hobkirk House matter is ongoing.

Governors spoke positively about the school's opening ceremony and commended the Senior Leadership Team for all the work and effort that has taken place behind the scenes to make the smooth transition.

Actions:

- HT to send a link for the upcoming site meeting

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9. Governor Training

Governors reaffirmed the commitment to complete a minimum of three CPD courses per academic year, including mandatory Safeguarding and EDI. Staff governors are encouraged to attend Away Days and CPD. Training will remain a standing agenda item.

Governors provided individual feedback on the courses that they have attended so far.

Actions: All governors to complete at least three CPD courses per year (including Safeguarding & EDI) and to update training records on Governor Hub; Clerk to monitor and report progress.

10. Working Party Update

No update

11. Heads Report (Verbal) – Questions and Responses

The Headteacher reported that the school business manager is tendering for a new cleaning contractor and invited a few governors to attend and support the process.

Staff updates included the Deputy headteacher's temporary reduced days arrangement. He is working three days per week while the other two days are being covered by the Assistant Headteachers.

One teacher will be going on maternity leave at the end of the spring term, and the school are currently recruiting for the cover.

The Headteacher went on to report that there has been an increase in parents directly emailing teaching staff. In line with the school protocol teaching staff will not respond and instead communication will always be made through the parent mailbox. The school has also noted an increase in AI content in communication.

Governors suggested that this may be from parents whose first language is not English and asked if parents are encouraged to arrange meetings and attend parent forums. The Headteacher confirmed that all parents are invited to join.

Governors asked how the staff are feeling now following the unsettling period during the move?

Staff governors reported that there have been a lot of changes, especially with having two blocks and separate staff rooms. Initially it felt isolated in the Honeycomb block, which occupies only one year group and the staff room is only being used by a few members of staff, so it feels a lot quieter in comparison to the hustle and bustle of the main block (The Hive). However, staff from both blocks are consciously making trips between blocks whenever possible to keep in touch with each other. Senior Leadership are also on a weekly rota to be present in the Honeycomb block (Y3) each day. The Headteacher reported that the biggest impact has been on the office team and this will be reviewed over the next year.

Governors agreed that the wellbeing governor will plan some visits soon whilst developing this role.

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Governors asked if it is possible to see the staff survey results and the Headteacher agreed to share these.

12. Policy Approvals

The chair reminded the board of the stages that are being followed for policy review.

Actions:

- Clerk to move consulted policies from SharePoint to Governor Hub for approval and website publication.

13. Resources Committee Update

No updates - Next meeting: **Friday 06th February at 8:00 a.m.**

14. Curriculum Committee Update

No Updates - Next meeting: **Wednesday 12th February at 7:00 p.m.**

15. Pay Committee Update - Next Meeting Friday 27th March 8.00 a.m.

(i) Regrade Update

The pay committee chair reported that a final decision has not been reached and given that the next meeting is not until the end of the Spring term he suggested that an interim meeting be held to finalise the decision.

Actions: The clerk to set up the interim meeting

16. Governor Visits - Week Commencing 02nd March

Governors suggested that in addition to the learning walks it would be beneficial to observe teaching in class as they find this more insightful.

16. Governor Impact

Governors provide support across operational and strategic areas. Securing a practical policy review mechanism; adopting a robust Code of Conduct; and focusing safeguarding attention on playground safety and gate security, are all examples of impact. Through visits, governors gather feedback from staff and pupils to ensure curriculum continuity.

17. Staff recognition

The Head Teacher to send recommendations to the Chair of Governors.

16. Agenda Items for Future Governing Board Meetings

- Opal presentation – Spring Curriculum Committee
- Ofsted framework changes – AFC online course
- Building snag progress and glass partition options

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- Policy approvals via SharePoint/Governor Hub – standing item
- Training and governor development – standing item

Dates of Next FGB Meetings

Wednesday 11 March 2026

Wednesday 10 June 2026