

Burlington Governing Board – Curriculum Committee

Meeting Minutes

Date: 12 November 2025

Time: 7:00 PM

Location: Online (Microsoft Teams)

Chair: Sarah Finch (acting chair)

Clerk: Anika Mir

1. Attendance

Present:

- Ms. S Finch (Acting Chair)
- Ms. A Mir (Clerk)
- Mrs. P Utting
- Mr. S Arbuthnot
- Mrs. M Uteem
- Mrs. J Hickman (joined later)
- Mrs. Natalie Yendole
- Mr. T Kim (PE Lead)
- Ms. Alice Wightwick (RE Lead)
- Ms. Jemima Harris (English Lead)
- Mrs. Rebecca Campbell
- Mr. Simon Gilmour

Apologies:

- Mr. S Bown
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2. Declarations of Business Interests

No declarations were made.

3. Election of Chair

- Mrs. Hickman confirmed she cannot continue as Chair due to scheduling conflicts.
- Ms. Finch agreed to chair this meeting.

Decision: Role of Chair to be discussed at the next Full Governing Board (FGB) meeting. Interim arrangement: rolling chair for future curriculum meetings.

4. Approval of Previous Minutes

Minutes from **4 June 2025** were approved as a correct record.

5. Urgent Matters

None raised.

Curriculum Presentations

6. *Physical Education (PE) – Tom Kim*

Governors watched a presentation delivered by Mr. Kim which gave an update on the [PE Curriculum](#)

- **Achievements:**
 - Implemented **STEP framework** (Space, Task, Equipment, People) for differentiation.
 - Introduced **self-assessment quizzes** for strategy and performance reflection.
 - CPD delivered to improve assessment and lesson adaptation.
 - Achieved **School Games Gold Award** (upgraded from Silver).
- **New Initiatives:**
 - **Physical Three Project:** Whole-school fitness challenge (push-ups, wall sits, 800m run) with badges for achievement.
 - Increased sports leadership roles; leaders monitor engagement and run activities.
 - Expanded enrichment clubs: football, netball, hockey, yoga, boxing, judo.
 - Strengthened transition links with Rains Park High through joint events.
- **Facilities Impact:**
 - Larger playground, sports hall, and MUGA with lighting have enhanced PE provision and allowed hosting of cluster events.
- **Inclusion:**
 - Dedicated girls' football sessions and competitions.
 - SEND and PP pupils encouraged through targeted festivals and monitoring.

7. Religious Education (RE) – Ms Wightwick

Governors watched a presentation delivered by Ms.Wightwick which gave an update on the [RE Curriculum](#)

- Weekly lessons (30–45 mins) aligned with Kingston Agreed Syllabus covering major world religions and non-religious views.
 - **Strengths:**
 - Interactive learning (role play, workshops, trips).
 - Positive pupil voice; engagement through creative tasks and cultural experiences.
 - Effective monitoring via quizzes, book scrutiny, and learning walks.
 - **Priorities:**
 - Increase diversity of visitors (beyond Insight Christian group).
 - Secure assemblies/workshops from local synagogue and mosque.
 - Explore staff and parent involvement to share lived experiences.
 - **EDI Link:**
 - Open discussions to address misconceptions and promote respect for beliefs.
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8. English – Ms. Harris

Governors watched a presentation delivered by Ms. Harris which gave an update on the [English Curriculum](#)

- **SDP Focus:** Raise writing standards; ensure age-related expectations.
 - **Actions:**
 - Introduced **Audience & Purpose Planning Grids** for writing tasks.
 - Spring term audit of grammar and punctuation coverage; create target banks.
 - Review text types to reduce quantity and improve quality of writing.
 - Develop consistent **sequence of lessons** across school (trialled in Year 4).
 - **Next Steps:**
 - Full implementation of new sequencing by Autumn 2026.
 - CPD on grammar alignment and writing frameworks.
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9. Curriculum Overview – Mrs. Yendole

Governors watched a presentation delivered by Mrs. Yendole which gave an update on the [curriculum update](#)

- **National Updates:**
 - New national curriculum expected by 2028; draft guidance in 2027.
 - Likely additions: **citizenship, financial/media literacy.**
 - Ofsted framework changes: new evaluation language (Exceptional, Strong, Expected Standard, Needs Attention, Urgent Improvement).
 - **School Priorities:**
 - Embed vocabulary and task design strategies across subjects.
 - CPD delivered on morphology and vocabulary retention.
 - Math CPD focused on challenges for greater depth learners.
 - Subject leader support for geography (fieldwork), art (disciplinary knowledge), PSHE (RSHE updates), and English.
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10. School Development Plan (SDP) – Mrs. Utting

- Reviewed and colour-coded progress (green = achieved, orange = in progress).
 - Equality objectives embedded within SDP and linked to actions.
 - Governors reminded to review SDP sections relevant to their link roles.
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11. Link Governors/Governor Week Feedback

- Will be delivered at the next Full Governing Board meeting on the 26 November.
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12. Any Other Business

- **Heritage Project:** Proposal to recreate commemorative plaque listing Burlington alumni and staff who served in wartime. Potential integration into history curriculum and Remembrance events.
 - **Next Curriculum Meeting:**
 - **Date:** 11 February 2026
 - **Focus:** PSHE/RSHE, Maths, Science presentations.
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Meeting Closed: 8:25 PM
