



BRODETSKY JEWISH PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Monday 10 October, 2016 at 18:20

PRESENT	Jason Broch (Chair)	Susy Jagger (Executive Headteacher)
	Lisa Baker	Dan Cohen
	Henry Cohen	Michelle Cundle
	Alan Dunwell	Helen Lewis
	Anne Senior	

IN ATTENDANCE: Lindsay Seaton and David J Israel (Clerk)

1610-01 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

ACTION

- Apologies were received, and accepted, for Rabbi Kleiman.
- Jason, Alan and Dan declared their standing interest as governors of Leeds Jewish Free School (LJFS).
- This meeting of governors was preceded by a meeting of the Brodetsky Jewish Primary School (BJPS) Trust, which is minuted separately.
- As a result of that preceding meeting of the BJPS Trust, the governing body of Brodetsky was restructured. The new structure consists of the headteacher, LA governor, Staff Governor, one parent governors and six foundation governors.
- In discussions with all governors prior to this meeting Charlene, Paul and Ivan had all indicated they wished to step down from governors. Their time and contribution to the school was noted and praised by governors.
- As a result the following people were confirmed as governors: Jason, Susy, Alan, Dan, Rabbi Kleiman, Helen, Henry, Anne, Michelle and Lisa.
- Governors agreed that in seeking to co-opt additional governors, skills such as finance, legal and HR would be very useful.
- Jason noted there was no further update on Mr Dunford. The school as still actively supporting him in his absence through discussions with HR and Occupational Health.
- Arrangements for interim leadership of Brodetsky were now in place, notably with Susy now acting head for the school, shared with LJFS.
- Simon Hilton and Diane Lightowler (School Improvement Adviser (SIA)) are providing support as noted in the headteacher’s report. Michelle noted that the local authority is not, on the whole, able to provide named SIAs for schools because of funding cuts. That Brodetsky has one is indicative of the support the school is getting across the board because of the unusual circumstances.
- A Teaching Alliance of local schools has been created, which Anne Fell facilitates and Susy regularly attends.



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- One area Susy is finding a challenge is getting a place on the Fischer Family Trust training. Michelle suggested asking Anne if she could expedite this.

1610-02 ELECTION OF CHAIR AND VICE-CHAIR AND AGREE TERMS OF OFFICE

- Jason was nominated for the post of Chair. In accepting the nomination he noted that he would need a vice-chair who had the time and commitment to give to supporting him and the work of the school.
- Jason left the room and governors discussed his nomination and length of office.

Resolved:

Jason was elected Chair for a further year.

- Nominations for vice-chair were made for Dan and Lisa. In discussion governors agreed that just Dan would be put forward for the role to demonstrate their commitment to, and support for, him in the role.
- Dan left the room and governors discussed his nomination and length of office.

Resolved:

Dan was elected vice-chair for a year.

1610-03 MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT

There were no items to report here not covered elsewhere on the agenda.

1610-04 MINUTES OF LAST MEETING AND MATTERS ARISING

The minutes from the meeting held on 11 July, 2016 had been received.

Resolved: That the minutes of the meeting be accepted as a correct record and the Chair be authorised to sign the minutes accordingly.

MATTERS ARISING

1403-08 Closed

1403-09 Done

1403-15 Michelle noted that a number of staff and governors, metrics had been added into a number of the policies. Further work on this would be done as and when the policies were due for review, and the clerk was actioned to resend the policy review timetable created by Jeremy.

1107-04 Lindsey noted that letters asking reception children's parents to complete Pupil Premium (PP) eligibility forms had been sent Only two had been received back even though staff were confident that several families would be eligible, and had approached them on this. For whatever reason, though, parents were not filling them in. Governors noted that this money, whilst focussed on specific eligible children, has a positive knock-on effect for all children. They also noted that many schools offered incentives to encourage parents to complete the

Clerk



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forms, though Susy raised objection to school funds being used this way.

Resolved:

A letter from Susy outlining an incentive for parents completing PP application forms, noting that the cost of the incentive had been donated to the school.

Susy

1107-05

In order:

- How much supply cover can be claimed back through the school's insurance is reported on in the Resources Committee report.
- Allocation of utility & security costs across the campus is reported on in the Resources Committee report.
- The majority of the £6,500 for phonics books has been spent.
- *Limmudei Kodesh (LK)* committee has not yet met to clarify PAJES invoice.
- The value and usefulness of 'consultancy on academising' offer was considered and rejected.
- The 'other budget income' line has been analysed.

LK

1107-07

Done

1107-08

Action regarding confidential matter closed'.

1107-09

Done

1610-05 CONFIRMATION OF ANNUAL GOVERNOR STATEMENT

Governors were presented with a statement which was based on the one created for LJFS which, in turn, was created from the model Leeds City Council (LCC) statement. In both cases, the statement was adapted for each school. Governors discussed the statement in detail.

Resolved:

- To remove the underlining in paragraph four.
- To change the word 'students' to 'children'.
- That the statement would suffice for now, and was adopted on the changes noted above, and that both Teaching & Learning (T&L) and *LK* committees review the statement for any further amendments.

T&L and LK

1610-06 ALTERNATIVE METHODS FOR PARTICIPATION IN MEETINGS

Governors discussed various alternative methods for governors to be involved in meetings of the governing body.

Resolved: The best way for governors to participate in meetings was to be present. If this was impossible, governors could use video or telephone conferencing to participate during meetings. Voting before the meeting, however, would not be allowed.

1610-07 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE



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The chair noted that Brodetsky's current governing structure was different to the model shown in the LCC terms of reference document. In her new role as acting head, Susy is working with other schools opening up the way the school works, and seeing how others work, to ensure we have the best possible model.

One notable formal absence from Brodetsky's structure is Pupil Support. Whilst governors agreed this had always been covered through the other committees, they felt it was right to formally convene such a group.

Resolved:

- To create a Pupil Support (PS) committee, to include equality and diversity in its remit.
- To continue with the existing terms of reference for each committee.
- That the clerk send the standard terms of reference for each committee to their chairs, Jason and Dan.

Clerk

1610-08 COMMITTEE STRUCTURE AND MEMBERSHIP

Resolved:

The following committees consisting of the following members, who will agree chairs and clerking procedures in their first meetings:

Resources Committee

Henry, Dan, Alan, Susy and Lindsay

Teaching & Learning:

Michelle, Jason, Lisa, Susy, Sharon and Anne

Limmudei Kodesh:

Dan, Aviva Engel, Helen, Rabbi Kleiman, Susie, Lindsay and Louisa Simons

Pupil Support:

Lisa, Jason, Helen, Sharon & Anne

1610-09 GOVERNORS WITH SPECIFIC MONITORING DUTIES

Complaints: Lisa

Safeguarding, Children Looked After and Child Protection: Lisa

Pupil Voice: Anne

Equality: Helen

Training: Dan

Extended Services: Lindsay

SEN: Michelle

HT Performance Management: Jason, Helen and Dan

Resolved:

Governors agreed that governor links would be created for each of the following



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subject areas and year groups as follows:

Maths: Jason

Literacy: Lisa

Limmudei Kodesh: Rabbi Kleiman

Early Years Foundation Stage: Helen

Key Stage 1: Michelle

Key Stage 2: Alan

A standard reporting form would be created, including key challenge areas for governors to address from within the School Development Plan. This will allow for better comparison of progress and accurate assessing by governors.

Susy

1610-10 ARRANGEMENTS FOR PERFORMANCE MANAGEMENT OF HEADTEACHER

This item was deferred pending discussion with LJFS on the same issue.

1610-11 DELEGATED AUTHORITY FOR FINANCIAL TRANSACTIONS

Resolved:

The Head Teacher's authority to vire sums is limited to £5,000, and authority to enter into contracts is limited to £5,000.

Resolved:

Invoices would be signed off by the head and school business manager. Orders would be signed off by two of the head, the deputy head and Lindsay.

Resolved:

Governors agreed to retain the financial regulations, standing orders and contract procurement agreed previously for the school, based on the local authority's model.

Resolved:

That authority to register unofficial funds should have a governance input through the Resources Committee chair, Henry.

1610-12 EVALUATION OF GOVERNING BODY EFFECTIVENESS

The Chair reported that he was working on a document to bring to governors for consideration.

Jason

1610-13 EXECUTIVE HEADTEACHER'S UPDATE

Susy presented her report, which had been previously circulated to governors.

Governors expressed concern about the attendance figures. Susy noted they were poor but that in each case of absence there was a known reason for it and, over the whole term, it would improve. Governors agreed that the new Pupil Support committee would keep an eye on these figures.

PS



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The head also noted that there were not clear measures of impact for the PP money the school receives, nor for Closing the Gap. The actions previously created to address these issues have not worked, so they are being reviewed. She is working with Simon how better to address this, and the issue would be monitored through T&L, with appropriate support from PS.

T&L

1610-14 SIA NOTE OF VISIT AND CONTACT (NoVaC)

Governors had received the NoVaC in advance of the meeting, and the head *précised* the main points. Governors were pleased to note the close working relationship between the SIA and the head, and that clear actions would be reported back on in future meetings.

1610-15 COMMITTEE UPDATES

Neither *LK* nor T&L have met since the last governing body meetings, but have dates in the diary for the coming term. It was noted that Michelle and Susy had met together to discuss some T&L issues.

Resources:

The Resources committee circulated notes of their meeting from earlier in the day (13:00). Henry noted the following key points:

- That scouts were paying a letting fee to the school.
- The school's insurance had reclaimed £14,201.49 against the supply teaching costs. There would still be an impact of around £30,000 to the end of December 2016, not budgeted for, arising from Mr Dunford's ill health. This is after the insurance reclaim.
- In Security, there was still an amount of 50% of final spend to come from CST, as well as £2,500 from LJFS.
- There was a typo under Water where 70% should have been 60%.
- In terms of the new *Shinshiniut*, the school has informed the Jewish Agency that a new contract was needed for the new service.
- A contract around an IT lease has come to light which should not have been entered into. Members of the Resources team have successfully agreed a buyout of the lease for £5,000, allowing the school to retain the equipment.

Joint Review Group (JRG):

Governors noted the value and operating parameters of the JRG, and asked how, as governors, they could be certain that agreed actions are taken, and their success (or otherwise) monitored? Jason noted this was mainly done through T&L, and the headteacher's report would also contain key points. It was also noted that there was a very positive feeling around the school about the positive impact of the JRG.

Governors were reminded that the JRG was set up to address the key areas of



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concern, which had no clear plan, highlighted by the school's previous SIA (Mavis Wilkinson). The result has been a much better relationship between senior and mid-level leaders in the school, with more positive challenge being shared between them in the safe environment of JRG. Staff can see the progress happening which has created enthusiasm around the project, and desire to make more happen.

1610-16 REVIEW OF POLICIES

The Attendance Policy was presented to governors, who agreed it should form part of the existing policy review noted in Matters Arising relating to action number 1403-15.

Lisa presented the model LCC Child Protection Policy which she has personalised to fit Brodetsky. Governors were encouraged to send any feedback on the policy directly to her. In addition, the staff has been asked to check the appendices of the document.

Governors noted too that there was a campus wide Safeguarding policy being developed, within which Brodetsky is specifically referenced. Sharon will be reviewing the elements of the model LCC Safeguarding policy to ensure all elements are reflected in the campus-wide policy.

1610-17 CHAIR'S BUSINESS

This was covered at the start of the meeting.

1610-18 CLERK'S BUSINESS

There was no additional business to report from the clerk.

1610-19 ANY OTHER URGENT BUSINESS

None.

1609-20 DATES OF NEXT MEETINGS

17:30, 15 December

18:00, 20 February, 2017

12:00, 30 March, 2017 (including lunch and School Council)

17:30, 20 July, 2017

The Chair closed the meeting at 20:29



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Minute...	Action agreed	By
1403-15	To add metrics to each policy	Committees
1107-04	A letter outlining an incentive for parents completing PP application	Susy
1107-05	LK committee to clarify PAJES invoice	LK c'ttee
1610-04	Re-send the policy review timetable to governors	Clerk
1610-05	Review the Annual Governor's Statement for any further amendments	T&L and LK
1610-07	Send standard terms of reference for each committee to their chairs, Jason and Dan	Clerk
1610-09	A standard reporting form for governor visits to be created	Susy
1610-12	Bring forward a Governing Body Effectiveness document for consideration	Jason
1610-13	Keep an eye on attendance figures	PS c'ttee
1610-13	Monitor measures of PP impact and Closing the Gap	T&L c'ttee