



**BRODETSKY JEWISH PRIMARY SCHOOL GOVERNING BODY**

Minutes of the meeting held on Thursday 15 December, 2016 at 17:30

<b>PRESENT</b>	Jason Broch (Chair)	Susy Jagger (Executive Headteacher)
	Lisa Baker	Dan Cohen
	Henry Cohen	Helen Lewis
	Anne Senior	

**IN ATTENDANCE:** Sharonjoit Bhogal (Deputy Headteacher), Lindsay Seaton and David J Israel (Clerk)

**1612-01 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST**

- Apologies were received, and accepted, for Michelle Cundle, Alan Dunwell and Rabbi Kleiman.
- The chair, executive headteacher and Cllr Cohen declared interests in relation to the discussion about planning for future school leadership.

**1612-02 MEMBERSHIP MATTERS**

- The chair reported he had effectively received training by being part of a book scrutiny with the executive headteacher and Simon Hilton.
- Governors noted that Michelle Cundle was retiring from governors at this meeting. She was thanked for all her hard work and expertise on the governing body over many years. Letters are in place to go to parents announcing the parent governor vacancy, and that the governing body is seeking people with skills in early years pedagogy and financial management, and will co-opt if suitable people aren't found. The clerk noted too that he could liaise with colleagues at the Council (LCC) to utilise their database of people seeking to be governors to find the relevant skills if need be.

**Resolved:**

To further stretch the pool of potential people an 'advert' for governors would be placed as part of a general good news story about the school in relevant local media including synagogue newsletters, the Jewish community newsletter, print media including JLife and the Jewish Telegraph.

**1612-03 MINUTES OF LAST MEETING AND MATTERS ARISING**

One correction was noted in minute 1610-05 in the second bullet point: that '...of around £30,000...' should read 'in excess of £50,000...'.

**Resolved:** That subject to the one correction noted above, the minutes of the meeting be accepted as a correct record and the Chair be authorised to sign the minutes accordingly.

**ACTION**

**Chair & vice-Chair**



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Resolved:

That the clerk ensures minutes, once finalised and signed, be sent to the school’s website manager Dave Wisnia for them to be placed on the website.

**Clerk**

**MATTERS ARISING**

**1403-15** Closed.

**1107-04** The letter had gone out, but with no success.

**1107-05** The deputy headteacher will send the invoice to the vice-Chair for him to review and discuss with Mrs Engle.

**Deputy head  
& vice-Chair**

**1610-04** Done

**1610-05** (also includes action **1610-09**) Ongoing.

**1610-07** Done.

**1610-12** The vice-Chair still needs attendance figures for the *Limmudei Kodesh (LK)* committee, which the Clerk will try to source. He has a review of the work done by governors, LK and Resources this year and last, but still needs a summary of the work of Teaching & Learning (T&L).

**Clerk**

**Deputy-head**

**1610-13** Both actions done.

**1612-04 SCHOOL LEADERSHIP**

• **Interim**

Governors, the Joint Review Group (which considered the issue briefly at their last meeting), Simon Hilton and Anne Fell had all noted that the current arrangement was working well and: “...delivering for Brodetsky...” The headteacher noted that she got good support from the networking she does with other headteachers.

• **Longer term**

The Executive head and chair have made contact with LCC’s HR team to confirm the support the school in place within their Service Level Agreement. The school needs to agree with Leeds Jewish Free School (LJFS) if they are seeking another shared role or if each school recruits its own headteacher. In addition, they noted that the recruitment process would need to start early next calendar year, as a new headteacher starting in either/both schools, if coming from another school, would need to be giving notice by the end of spring term to start in the new academic year.

**Resolved:**

That governors would wait to see the outcome of the LJFS options appraisal currently being worked on. This also may necessitate a meeting of both governing bodies to consider the options.

**1612-05 EXECUTIVE HEADTEACHER’S UPDATE**

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



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- Having expressed concern at their last meeting, the governors praised the excellent 97.3% overall attendance figure. They asked that, in future reports, the head also put in the year-on-year figures for comparison.
- She noted, in discussion of data figures, that the contract with RAISEonline to produce these figures was soon coming to an end. Another data provider, Fisher Family Trust (FFT), a non-profit organisation, was becoming very popular across many schools, and was the data source of choice for LCC. She favours Brodetsky moving onto this new system. Governors asked if training was available for them? She suggested not worrying about this yet until a decision was made. If it does go with FFT then the staff team could do the training, using the school's own data.
- The headteacher drew governor's attention to the OFSTED-worded parent survey results. 167 questionnaires were returned (59% of children on roll) and they showed an improvement year-on-year. Whilst the strongly agrees were around the same, the number of people who had moved from disagree to agree was noticeable. Only five questions registered any responses for 'strongly disagree' and they were either 1% or 2%. Governors praised these results, not least against the backdrop of staff ill-health, financial challenges and the unique campus nature of the school.
- Governors praised the Pupil Premium (PP) report, commenting it had the best evidence of impact they had seen and strengthened the knowledge of governors at any inspection. It was noted that this style of report does go to T&L, but it was felt it should also come to governors as well.

Headteacher

### 1612-06 COMMITTEE UPDATES

#### Resources:

Henry Cohen reported on the following key issues:

- Staffing difficulties, not least because of ill-health, have meant that the school accounts are not as up-to-date as they should be. Governors asked when they could expect them to be so? Certainly in time for the next full governing body meeting in late February. It was noted too that Paul Staniland from LJFS has been: "...superb..." in his support for the school during these difficulties. In addition, the local authority has reviewed the budget and is happy with things as they stand. Moving forward there will be more robust systems put in place to monitor this work.
- It was also reported too that Friends of Brodetsky had been actively fundraising for the school, with a number of successes.

#### Joint Review Group (JRG):

This was covered in the executive headteacher's report.



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**T&L:**

Due to illness and clashing diaries, a formal T&L committee had not been able to take place. The meeting is being rescheduled for next term.

**LK:**

Minutes from the meeting on 9 December were reviewed by governors. The *LK* chair particularly highlighted the outstanding action for staff training around scenarios with non-religious/non-Jewish pupils. The deputy headteacher confirmed that dates for this training were in the diary

- Governors noted too that there was a very positive feeling around the school specifically around *LK*. Students, staff, parents and visitors had noticed this and commented on it.
- The *LK* chair also asked governors to note that the Brodetsky Shabbat service would be in June next year in the Queenshill Synagogue, and were encouraged to attend.

**Pupil Support (PS):**

- The PS chair led governors through the circulated draft terms of reference, and outline agenda, around which this newly created committee could work. It was drawn up by Jason Broch, the PS chair and Helen Lewis. The clerk had also added in some additional information from the standardised Governor Support Service agendas.
- Governors thanked the team for the work they had done in pulling this together, and were happy to see the committee progress with these terms of reference.

**1612-07 REVIEW OF POLICIES**

Lisa Baker and Helen Lewis reported back that they had started this piece of work (around half of it is done), but it is larger than first anticipated. They are concentrating on statutory policies and will ensure that:

- they all have common formatting, cover sheets and metrics; and
- they will have a specific review timetable, date for review and be allocated to an appropriate committee.

It was noted too that a website policy and a social media policy would be useful, and the Clerk to see if model policies are available.

Clerk

**1612-08 CHAIR'S BUSINESS**

The chair noted that he attended the farewell assembly for Mr Dunford. He noted the impact that Mr Dunford had had on both schools and the campus. To



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mark his hard work at the school, the learning resource in LJFS was being renamed the Mr Dunford Library, which all governors felt was a very appropriate way to mark his time in the schools. In addition, governors noted that the assembly had been put together in large part by Sagi Yehezkal, who was also praised for his work on it. The chair agreed to write to Sagi to thank him.

**Chair**

**1612-09 CLERK’S BUSINESS**

There was no additional business to report from the clerk.

**1612-10 ANY OTHER URGENT BUSINESS**

- Lindsey Seaton reported on an initiative from staff and friends of the school to do a fundraising dinner for the school. The funds raised would be put towards renovating the library. Governors praised the team for doing this and offered to help in any way they could for the event. Governors agreed that the event should be arranged through the Friends of Brodetsky charity to ensure the finds raised could be maximised.
- In general discussion around policies, governors noted that they should all have DBS checks relevant either to the school directly or through LCC generally.

Resolved:

- The school’s single central record will be checked to see if any governors do not have a relevant DBS on file.
- A link for all governors to use to get DBS checks will be sent.
- The Safeguarding procedures will be brought to the next Governing Body meeting for review.

**Executive & deputy heads**

**Deputy head**

**Deputy head**

**1612-11 DATES OF NEXT MEETINGS**

**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 18:58



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<b>Minute...</b>	<b>Action agreed</b>	<b>By</b>
<b>1107-05</b>	SB to send invoice to DC to review with Mrs Engle	<b>SB &amp; DC</b>
<b>1610-09</b>	(and 1610-12) Create a governing body effectiveness document for consideration	<b>DC</b>
<b>1612-02</b>	News story about the school in relevant local media	<b>JB &amp; DC</b>
<b>1612-03</b>	Minutes, once finalised and signed, be sent to the school's website manager	<b>Clerk</b>
	Attendance figures for the <i>Limmudei Kodesh (LK)</i> committee	<b>Clerk</b>
	Summary of the work of T&L committee for last two academic years	<b>SB</b>
<b>1612-05</b>	Year-on-year attendance figures for comparison in EHT report	<b>SJ</b>
<b>1612-07</b>	Send model website social media policies	<b>Clerk</b>
<b>1612-08</b>	Write to Sagi Yehezkel to thank him for work on Mr Dunford's leaving assembly	<b>JB</b>
<b>1612-10</b>	Review single central record for accuracy	<b>SJ &amp; SB</b>
	Link for governors to use to get DBS checks	<b>SB</b>
	Safeguarding procedures will be brought to the next Governing Body meeting for review	<b>SB</b>