



**Brodetsky Jewish Primary School
Governing Body Documents**

BRODETSKY JEWISH PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Monday 20 February, 2017 at 18:00

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

IN ATTENDANCE: Manjit Hare, School Business Manager (SBM), Lindsay Seaton and David J Israel (Clerk)

0217-01	WELCOME, APOLOGIES AND NEW DECLARATIONS OF INTEREST	ACTION
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- Apologies were received, and accepted, from Rabbi Kleiman.

0217-02	MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT	
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- It was noted that there remained a need to find governors with skills in teaching & learning and in premises/resources. There are two people interested in the current vacancy.
- Henry Cohen and Jason Broch have taken safer recruitment training and Lisa Baker has taken complaints training.

0217-03	MINUTES OF LAST MEETING	
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Resolved: That the minutes of the previous meeting be accepted as a correct record and the Chair be authorised to sign the minutes accordingly.

MATTERS ARISING

1107-05 The invoice has been reviewed at *Limmudei Kodesh (LK)* committee and will not be paid as the service invoiced has not been received. The SBM is writing to confirm this.

SBM

1610-09 Waiting for attendance record from Teaching & Learning (T&L) and Resources committees.

Clerk

1612-02 Done.

1612-03 Minutes to be forwarded to Cherry Design for website.

Clerk

1612-03 LK attendance figures done.

1612-03 Chair to send summary of T&L committee work for last two years.

Chair

1612-05 Done.

1612-07 Done.

1612-08 Done.

1612-10 Single central record (SCR) checked, is accurate being and reviewed on an ongoing basis. SBM and Naomi being trained on the SCR.

1612-10 DBS link done. In addition, at first governing body meeting of the year, governors will confirm if they are happy with their DBS checks.

1612-10 Safeguarding procedures done.

1612-04 The chair and vice-chair reported that they had met with Maureen



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Jones, Leeds City Council (LCC) HR, to discuss recruitment of a new headteacher. The cost of LCC's HR service would be £3,000 with a third of the cost being covered by LJFS.

The governing bodies of both BJPS and LJFS had met to discuss the best model moving forward for this role. Given the overlap of a number of governors on both bodies, the views of the independent governors on each body were given particular weight. In the end, it was a unanimous decision that the model of a joint headteacher was the best option.

In order to have a chance of a new headteacher being in place for the new academic year, the recruitment pack would be completed this week, the first advert placed 1 March (in Jerusalem Post, Times Educational Supplement, Jewish Chronicle, LCC's job site and Helen Lewis offered to list it through *Pardes*) with a closing date of 20 March. Shortlisting would be the following day with 5 and 6 April set aside for visits and interviews. The interview panel would be Jason Broch, Dan Cohen, Lisa Baker, Henry Cohen and Rabbi Kleiman, along with the school improvement adviser (SIA).

There would be stakeholder involvement with the recruitment, consisting of staff, pupils and parents

Helen Lewis

0217-04 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PLAN (SIP) PRIORITIES

The interim executive headteacher reported that she is updating, with the help of Simon Hilton, the existing Self Evaluation Form which was written by previous head Jeremy Dunford. It is focussed on the school's key priorities of teaching and learning, book scrutiny, maths and writing. In addition, the SIP has been reviewed at the Joint Review Group (JRG)

Governors noted that they would have liked to have seen the documents, even if they are still being reviewed.

Resolved:

That both the SIP and SEF would go the next T&L committee meeting and, once RAG rated, sent to all governors.

T&L/Head

0217-05 QUESTIONS ON EXECUTIVE HEADTEACHER'S UPDATE

- Governors asked for the year-on-year comparison figure for attendance at the same point last year? 96.3% last year against 96.4% this year. Governors did note their concern at the level of persistent absence, whilst also reassured at the specific actions being taken in each case.
- It was also agreed that the Pupil Support committee would look at what



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proportion of absence is made up of lateness.

- Governors noted their appreciation of the inclusion of updates from the Nursery, on Premises and about Security.

0217-06 QUESTIONS ARISING FROM COMMITTEE UPDATES

Resources:

Minutes from the meeting on 20 February were reviewed by governors.

- Henry Cohen started by praising the work of the new SBM, and LJFS Finance Manager, to help bring accounts up-to-date.
- A special request has gone into the local authority for an additional £50,000 for the school because of the extenuating circumstances it has recently experienced.
- It was reported that because the deputy headteacher had done teaching time during recent absences, this has saved the school money by not needing supply teachers. However, governors recognised that the balance between saving money and the loss of the deputy headteacher's leadership time was a fine one, not least with the headteacher being shared between two schools.
- The amount expected from the LCVAP will probably not exceed £40,000, and the school should have a project ready to start as soon as this money is available.

Joint Review Group (JRG):

This was covered in the interim executive headteacher's report.

T&L:

Minutes from the meeting on 8 February were reviewed by governors.

- The chair noted that the JRG had been supplementing the work of T&L, and that because of the progress this has helped create T&L could now take back the lead from this term. From next term T&L will meet before JRG to emphasise this lead.
- The importance of governors having a presence in the school, and supporting staff, was also discussed and emphasised. The chair noted that he had attended a staff briefing to thank them for their work and noting that governors would always be available to them. The message and offer had been well received by the staff.

LK:

Pupil Support



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Minutes from the meeting on 30 January were reviewed by governors.

- Of particular note was the inability of LK teachers to be able to clearly show the progress being made. Lesson observations clearly showed teaching was good, but levels and progress reports were lacking, and there was a clear need for leadership support, particularly around collating and using data, to make this happen.
- Governors were concerned to hear about this lack of a system, especially that it was effectively a manual collation and analysis of data. Susy Jagger noted that the school does have the Target Tracker (TT) system for this sort of work, but not having clearly defined levels means that TT is not very effective for this sort of tracking. A staff meeting around TT and its use is planned for this term to help address this issue. Governors reiterated that whilst it is fine to show attainment, progress must also be shown too.

Pupil Support (PS):

The first meeting of the PS committee is scheduled for 23 February.

0217-07 SCHOOLS FINANCIAL VALUE STATEMENT (SFVS)

The SBM is completing this aided by Henry Cohen.

0217-08 UPDATE ON POLICY REVIEW TIMETABLE

Lisa Baker reported that Helen Lewis and she had almost completed work on the timetable, but the discovery of a newly updated master timetable document has meant work had to restart. It is hoped the project will be finished by the end of March.

0217-09 UPDATE ON SAFEGUARDING AND CHILD PROTECTION (CP)

Governors confirmed that they had read and understood the relevant pages of the Keeping Children Safe document. Signatures for this would be done at the next governors meeting.

It was noted too that the Safeguarding Policy adopted by governors following the last meeting needs to be placed on the website.

Governors also agreed to book LCC to perform their free Safeguarding audit for the whole campus. In addition, the interim executive headteacher is preparing the CP compliance document ready for governors to ratify before submission by the end of May.

0217-10 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE

In discussion governors raised concerns that there was no clear understanding of who is responsible for which areas of the website. They also noted there was no formal agreement between the school and Cherry Design either. This has

Agenda

Headteacher

LS

Headteacher



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led to areas of the website being out-of-date, there being broken links and missing information.

Resolved:

- i) All governors are to check that their profile on the website is up-to-date.
- ii) Helen Lewis and the deputy headteacher would do a rapid task and finish of the website this week in time for the executive headteacher advert's release.

0217-11 EXCEPTIONAL REPORTS FROM GOVERNORS WITH SPECIFIC MONITORING DUTIES

The elements requiring reporting had been covered elsewhere on the agenda.

0217-12 ADMISSIONS POLICY AND TERM DATES

The chair informed governors that a wide consultation including staff, parents and the local authority was undertaken around reducing Brodetsky's pupil admission number (PAN) from 45 to 30. Save for the local authority, all parties were happy with this new arrangement, the only concern expressed being the possibility of a Jewish child missing a place at the school. Projections over the coming years shows this to be very unlikely.

The local authority did eventually submit a note opposing the reduction, but this was many weeks after the deadline. In addition, they based their arguments on inaccurate information. These two elements suggest that their opposition may simply be because they felt they should object rather than it being a heartfelt objection.

This new PAN would give more stability to the school and, as such, lead to a better provision of education to all children. In addition, it reflects the lack of physical space to accommodate more children the creation of which is not possible because of the lack of capital funds.

Governors did question if the funding which just thirty pupils would attract would be enough to sustain the necessary provision of staff and covering campus costs? This decision does not preclude the school taking further pupils on in future if this number did not work out. Projections at this point indicate 23 children entering reception in 2018/19 and 2019/20.

Resolved:

- i) Governors asked that a five-year projection from 2018/19, based on a PAN of 30, be created through HCSS.
- ii) That the school adopt the new Admission Policy as presented.
- iii) That from 2018/19 the school's PAN be reduced to 30.
- iv) DC, SJ and LS will undertake ranking of pupils under the new Admissions Policy.

Governors

**HL & deputy
headteacher**

LJFS SBM

DC, SJ and LS



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- v) Governors delegated responsibility for fixing term dates for 2017/18 to the chair and vice-chair.

JB & DC

0217-13 CHAIR'S BUSINESS

There was no additional business to report from the chair.

0217-14 CLERK'S BUSINESS

There was no additional business to report from the clerk.

0217-15 ANY OTHER URGENT BUSINESS

- The governing team highly praised the teachers who had arranged the recent school fundraising dinner. It was an amazing night and raised thousands of Pounds for the school.

- The results of the staff questionnaire were discussed. Particular attention was paid to the concerning number of respondents who did not feel proud of working at the school and who said their morale was low. Governors understood the low morale given the recent disruption and challenges the school has faced. It was agreed that the findings should be shared with staff, thanking them for bringing their concerns to light. They would also be told that governors were seeking ways to turn these figures round and were keen for any ideas staff may have to help with this.

0217-16 DATES OF NEXT MEETINGS

12:00, 30 March, 2017 (including lunch and School Council - the chair and headteacher would review a format for this meeting)

17:30, 20 July, 2017

The chair closed the meeting at 19:45



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Minute...	Action agreed	By
1610-09	(and 1610-12) Create a governing body effectiveness document for consideration	DC
1612-03	Minutes, once finalised and signed, be sent to the school's website manager	Clerk
	Summary of the work of T&L committee for last two academic years	JB
0217-03	SBM to write to PAJES confirming non-payment of invoice	SBM
	Attendance record from T&L and Resources committees	Clerk
	Minutes to be forwarded to Cherry Design for website	Clerk
	Headteacher advert to be listed through <i>Pardes</i>	HL
0217-04	SIP and SEF to go T&L and, once RAG rated, sent to all governors	T&L/SJ
0217-05	What proportion of absence is made up of lateness	PupSup
0217-09	Governor signatures confirming Keeping Children Safe document read	Agenda
	Safeguarding Policy to be placed on the website	SJ
	Book LCC to perform their free Safeguarding audit for the whole campus	LS
	Prepare CP compliance document for governors to ratify	SJ
0217-10	Check profile on the website is up-to-date	Governors
	Rapid task and finish of website	HL & SB
0217-12	Create a five-year projection from 2018/19, based on a PAN of 30, through HCSS	LJFS SBM
	Ranking of pupils under new Admission Policy	DC, SJ & LS
	Fix term dates for 2017/18	JB & DC