



**BRODETSKY PRIMARY SCHOOL GOVERNING BODY**

Minutes of the meeting held on Thursday 28 March, 2019

<b>PRESENT</b>	Dan Cohen (DC) (Vice-Chair)	Susy Jagger (Executive Headteacher (EHT))
	Adam Baxter (AB) (from item 03)	Lisa Baker (LB)
	Henry Cohen (HC)	Carolyn Glynn (CG)
	Lisa Lee (LL)	Rebecca Skolnick (RS)

**IN ATTENDANCE:** Adam Baxter (items 01 and 02 only)  
 Sharonjit Bhogal (SB), Deputy Headteacher (DHT)  
 Lindsay Seaton (LS)  
 Sagi Yechezkel (SY)  
 Manjit Hare (MH), School Business Manager (SBM)  
 David J Israel (Clerk)

**0319-01 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST**

- Apologies were received, and accepted, for, Jason Broch (JB) and Rabbi Kleiman.
- The standing declaration of interest from Jason Broch and Dan Cohen as governors of Leeds Jewish Free School was noted.
- The vice-chair welcomed Adam Baxter (AB) to the meeting.

**ACTION**

**0319-02 MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT**

The vice-chair reminded governors that they had a vacancy on the governing body for a local authority (LA) governor. The local political party have put forward Adam Baxter as their candidate for this role. He introduced himself to the governors, noting his profession and experience as a chartered surveyor, as well as having, and having had, children in the school.

**Resolved:**

Governors agreed to appoint Adam Baxter as the school’s LA governor.

**0319-03 MINUTES OF LAST MEETING**

**Resolved:**

That the minutes of the 13 December meeting be accepted as a correct record and the vice-chair was authorised to sign the minutes accordingly.

**0319-04 MATTERS ARISING**

- |                |                                                                                                                                                     |                                          |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>0718-07</b> | The Medical Conditions and Attendance policies will be reviewed when the Pupil Support committee next meets.                                        | <b>PS c'ttee</b><br><br><b>LK c'ttee</b> |
| <b>0718-07</b> | The Behaviour and Sex and Relationships Education (SRE) policies will be reviewed by the <i>Limmudei Kodesh (LK)</i> committee at its next meeting. |                                          |
| <b>0718-08</b> | The effectiveness of governor visits, and their robust recording, is being monitored by the teaching and learning (T&L) committee                   |                                          |
| <b>0718-09</b> | The chair has sourced a tool to help complete the evaluation of governing                                                                           |                                          |



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body effectiveness.

- 0718-12** The work on the maglock for the door has been completed
- 1018-06** The chair and LB will come into the school to help look through files to find a school specific set of terms of reference.
- 1218-08** A special finance meeting was held in January 2019
- 1218-08** Governors discussed and noted the costs for funding Hebrew and Jewish Studies and how it fits into the school’s overall budget.
- 1218-11** The style and presentation of the pupil premium (PP) strategy on the website has been addressed

Chair

JB & LB

**0319-05 QUESTIONS ARISING FROM THE EXECUTIVE HEADTEACHER’S (EHT) REPORT**

**Attendance:** Governors noted the challenge the EHT has in agreeing time off from school specifically in relation to Jewish events eg barmitzvahs, funerals, weddings etc. The balance has to be struck between the children being allowed to be part of these culturally important activities, and time away from school. It was suggested that the school’s policy and the local authority’s model policy could be compared to see what, if any, support or useful protocol can be adapted from it.

EHT

**Sport:** The EHT was pleased to share how the school’s involvement in sport is growing and progressing, particularly noting the recent success of the year 5 tennis team.

**Pikuach Inspection:** Governors noted the success of the recent *Pikuach* inspection of the school’s Hebrew and Jewish studies department. The outstanding grade the department received was highly praised, as was head of the department Mr Yehezkel, the entire department staff team and the school’s senior leadership team (SLT).

**0319-06 COMMITTEE REPORTS**

The pupil support and *Limmudei Kodesh* committees have not been able to find a suitable date to meet this term.

The finance and resources committee met on 26 February, at which meeting the school’s financial values standard (SFVS) was completed, signed off and submitted. The committee is still aiming to deliver a balanced budget by the end of the year, but this will be tight, as it will be for next year. It was noted too that some staff members have expressed interest in voluntary redundancy, which is being pursued.

Governors received minutes from the 6 December and 28 February teaching and learning (T&L) committee meetings. Both meetings reviewed the school’s improvement plan (SIP) and staffing structure moving into next academic year.

**0319-07 SAFEGUARDING AND CHILD PROTECTION**

Governors noted that they had all read the Keeping Children Safe in Education document, confirming this at the start of the academic year.



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The section 175/157 child protection compliance return is currently being actioned, in order to return it before the end of May.

LB, as governor responsible for safeguarding and child protection, noted there were no issues to report.

**0319-08 POLICY REVIEW**

Governors noted that the finance and resources committee adopted the Managing Workforce Change and Staff Reduction policy in their last meeting.

**0319-09 PUPIL, PARENT AND STAFF VOICE**

Governors noted their next meeting was their annual meeting with the School Council. The recent *Pikuach* inspection also garnered a lot of feedback from parents, staff and children, and the outstanding grade obtained has served to further motivate the staff team.

**0319-10 REVIEW OF INFORMATION ON THE SCHOOL WEBSITE**

The site is regularly monitored and updated by the staff team. A full review involving a governor is done at the start of each academic year.

**0319-11 OVERSIGHT OF SATS PROCESS**

LB offered to come in during the week of SATs and dates would be emailed to governors to allow them to volunteer to help where they can.

**0319-12 EXCEPTIONAL ITEMS TO REPORT FROM GOVERNORS**

There were no items to report.

**0319-13 CHAIR'S BUSINESS**

There were no items to report from the vice-chair not covered elsewhere on the agenda.

**0319-14 CLERK'S BUSINESS**

The clerk drew the attention of governors to the training available to them, and to [The Key](#) resource available at all time to governors.

In addition, he sought clarity as to which staff members who were not formally part of the governing body were allowed to receive papers ahead of the meeting. It was agreed that they are SB, LS, SY and the SBM.

**0319-15 EDUCATION FUNDING INITIATIVE (EFI) UPDATE**

SB updated governors that she, SY and RS would be attending the next EFI event in Prague on 12 May. So far the community group assembled to assess the three desired outcomes for the EFI investment in the school have agreed on:

Sept GB  
Agenda

SB



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- being involved in Jewish practice;
- voluntarily contributing both within and outside the community; and
- building strong social connections.

Future steps on working toward achieving these outcomes will be supported by EFI's partners, including investment in salaried time to work on these objectives. The details of this still have to be finalised, and regular updates will come to governors.

**0319-16 ANY OTHER URGENT BUSINESS**

Governors noted that a sponsor had been secured to fund the special breakfast for year 6 during SATs week, for which they expressed their gratitude.

**0319-17 DATES OF NEXT MEETINGS**

**May - lunchtime meeting with School Council**

**17:30, Thursday 18 July, 2018**

*The Chair closed the meeting at 18:16*

**Action Tracker**

Minute	Action agreed	By
0718-07	<ul style="list-style-type: none"> <li>• Review the Medical Conditions and Attendance policies.</li> <li>• Review the Behaviour and Sex and Relationships Education (SRE) policies.</li> </ul>	P S'pport LK
0718-09	Evaluation of governing body effectiveness	JB
1018-06	Check for school specific version of delegated powers and terms of reference (ToR)	JB & LB
0319-05	Compare LA absence during term time criteria against school's criteria to see if any useful amendments can be made	EHT
0319-10	Governor led review of information on school website at start of academic year	Full GB
0319-11	Email SATs dates to governors	SB