



BRODETSKY PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Thursday 18 July 2019 at 5.30 pm

PRESENT Jason Broch (JB) (Chair) Susy Jagger (Executive Headteacher (EHT))
 Lisa Baker (LB) Adam Baxter (AB)
 Dan Cohen (DC) (until item 11) Henry Cohen (HC)
 Carolyn Glynn (CG) (from item 08) Lisa Lee (LL)

IN ATTENDANCE: Sharonjit Bhogal (SB), Deputy Headteacher (DHT)
 Lindsay Seaton (LS)
 Jane Davey (Clerk)

0719-01 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

- Apologies were received, and accepted, for Manjit Hare, Rabbi Kleiman, Rebecca Skolnick (RS) and Sagi Yechezkel (SY).
- There were no new declarations.

ACTION

0719-02 MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT

There was no training to report. There would be whole Governing Body training at the end of term 1.

0719-03 MINUTES OF LAST MEETING

Resolved:

That the minutes of the 28 March 2019 meeting be accepted as a correct record and the Chair was authorised to sign the minutes accordingly.

0719-04 MATTERS ARISING

0718-07 The Medical Conditions and Attendance policies will be reviewed when the Pupil Support committee next meets.

PS c'ttee

0718-07 The *Limmudei Kodesh (LK)* Committee had not met and had therefore not reviewed the Sex and Relationships Education (SRE) Policy. It was agreed to delegate authority to a task and finish group – comprising SB, DC, SY and Rabbi Kleiman - to review the SRE Policy and present it to the December FGB meeting. The *LK* Committee would be asked to support the work of the task and finish group.

**SB/DC/
SY/Rabbi
Kleiman
Dec FGB**

0718-09 The Chair reported that school would be looking at risk-based decision-making next year. This would help to clarify effectiveness leadership and governing body effectiveness, which would be discussed at the December FGB meeting.

**JB/
Dec FGB**

1018-06 This action could be closed, as terms of reference would be reviewed in September.

0319-05 The EHT advised governors that time off for Jewish events would form part of the new Attendance Policy, which would be presented to the next FGB meeting.

**EHT/
Sept FGB**



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0319-10 LL informed governors that the company paid to maintain the website would review it.

0719-05 QUESTIONS ARISING FROM THE EXECUTIVE HEADTEACHER'S (EHT) REPORT

KS2 results: Governors noted that the KS2 results had been discussed by the Teaching and Learning (T&L) Committee. The EHT was pleased to report that SATS results had been significantly above the national average in all areas. She would circulate progress data to the T&L Committee. On behalf of governors, the Chair congratulated staff and pupils on the results. He was keen, however, to see what they meant in terms of progress. A governor asked if there were any learning improvements from the SATS. The EHT responded that the T&L Committee had discussed learning improvements – such as having high school students to work with greater depth pupils – in detail.

Sport: The EHT was pleased to report that Brodetsky had achieved the Silver Sports Mark Award.

Budget: The EHT clarified that the £78,000 'deficit' referred to in her report was actually a historic debt. There had been no deficit in 2018/19 and no deficit was being set for 2019/20. Indeed, a balanced budget had been set for 2019/20 and the school hoped to be in a surplus position in three years or sooner.

Nursery: A governor noted that nursery fees would increase by 2% next year and asked how this compared to other nurseries. LS acknowledged that the nursery was dearer than others – it charged £57 per day for under fours – but commented that it was open for longer. Governors discussed nursery fees and income from the nursery. LS reported that Brodetsky nursery would be full in September, with a waiting list. Limited staff numbers affected the staff:child ratio and the number of children which could be admitted. LS confirmed that being more expensive had no impact on child numbers and that the school did not subsidise the nursery. A governor suggested analysing the nursery waiting list to see if the nursery could take more children. The Chair responded that the school had concentrated on the extra Friday afternoon nursery session to generate more income. The governor's suggestion was on the Finance and Resources Committee agenda for future consideration. The Chair congratulated LS on the success of the Friday afternoon sessions.

Attendance: The EHT reported that attendance was 96%: although this was the national average, attendance needed to improve. The Chair agreed that the school should not be complacent. There were nine pupils with persistent absence: if the attendance of those children were to improve, it would raise the attendance figure by 0.5%. SB indicated that it would be necessary to work with a few families next year regarding punctuality. Governors discussed persistent absence. They asked the Pupil Support Committee to look at attendance in 2019/20, together with the new Attendance Policy.

EHT

PS c'ttee



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0719-06 COMMITTEE REPORTS

The Pupil Support and *Limmudei Kodesh* Committees had still not been able to find a suitable date to meet. DC indicated that there was a need to look at membership and quoracy issues for the *LK* Committee. Virtual meetings might be held if necessary.

Governors received the minutes from the meeting of the Teaching and Learning (T&L) Committee on 12 July 2019. The committee had reviewed the SATs results, with which they had been happy considering staffing issues. As reported above, the progress data was awaited.

The T&L Committee had discussed the implications of having just one Year 6 class (of 36 pupils) in 2019/20. They were confident that pupils' needs would be met – the class would have the use of two classrooms and would be well supported by experienced staff. SB reported that there would be an 'open door' after school in the week beginning 22 July for parents to discuss any issues with having a single Year 6 class. Governors observed that the school was doing all it could.

The EYFS Policy was being reviewed. LS asked to have input to the review. It was agreed that the EYFS Policy would be presented to the September FGB for approval.

Governor visits would be planned for 2019/20.

Oversight of the website was now under the remit of the T&L Committee.

Governors discussed whether to merge the T&L and Pupil Support Committee next year, but agreed to keep them separate.

Governors received the minutes from the meeting of the Finance and Resources Committee on 19 June 2019. With reference to the meat/milk issues, the committee had agreed that packed lunches would stay as they were.

Governors noted that there would be a restructure of kitchen staff, due to the change to one form entry and the consequent reduction in pupil numbers.

Planned building works included: kitchen roof; carpets; computers; and decorating. HC indicated that someone would be needed to put together applications for the EFA grant, which would replace the LCVAP next year. Governors discussed the strategy for capital projects. It was agreed that AB would take this forward, in conjunction with the Finance and Resources Committee, and would visit to look at capital projects.

0719-07 POLICY REVIEW

The following policies were reviewed and approved.

Sept FGB

AB



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- Behaviour Policy – it was noted that this needed updating to take account of the parent questionnaire and would be reviewed again in December.
- Freedom of Information Policy – this policy was ratified having been previously approved by the Finance and Resources Committee.
- Data Protection Policy - this policy was ratified having been previously approved by the Finance and Resources Committee.
- Child Protection Policy
- Keeping Children Safe in Education (KCSIE) – it was noted that there would be a new KCSIE in September.
- Complaints Policy
- Admissions Policy – it was noted that minor changes had been made to reflect LA comments.
- EYFS Policy
- SEN Policy

See minute 0719-04 above in respect of the SRE Policy. With reference to the KCSIE and the Child Protection Policy, governors discussed the need for written assurances for out-of-hours lettings by external agencies about their safeguarding arrangements. It was agreed that LB would draft a letter to be sent to such external agencies to seek written assurances that their safeguarding measures were appropriate.

The Chair indicated that there would be a full and robust timetable for policy review in 2019/20.

0719-08 EDUCATING FOR IMPACT

The Chair outlined the background to the Educating for Impact (EFI) project. Brodetsky had been in the project for one year. The first phase had been diagnostic and the school was just about to start phase two. There were two pots of funding for the release of senior leadership time and a work plan. Esther Coleman was the education consultant and would look at the full school diagnostic in September. There was the potential to tap into other funding pots.

LB fed back on the conference she had attended in Warsaw. She reported that there was considerable opportunity to pursue international relationships and communal relationships. SY was the school's EFI coordinator.

0719-09 EVALUATION OF GOVERNING BOARD EFFECTIVENESS

See minute 0719-04 above.

0719-10 EXCEPTIONAL ITEMS TO REPORT FROM GOVERNORS

There were no items to report.

0719-11 FORWARD PLANNING OF GOVERNANCE FOR NEXT YEAR

Dec FGB

LB



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CG circulated a risk register and described what a risk register was. The first step had been identifying risks and controls would be added in September. It was agreed that the risk register would be a standing item on all agendas, with red risks to be considered at each FGB and committee meeting. CG confirmed that the risk register would be completed by senior leadership and monitored by governors. The Chair felt that the risk register would connect decision-making and would give a holistic view. Committees could take responsibility for some risks, with significant red risks going to FGB. A governor agreed that the risk register was forward-thinking and proactive – it would put Brodetsky ahead of other Leeds and Cluster schools. The Headteacher thanked CG for producing the risk register.

Clerk

It was noted that the reviews of governance, committee membership and governor monitoring links would be done in September.

Sept FGB

JB invited other governors to think about whether they were interested in being Chair and Vice-Chair.

0719-12 CHAIR'S BUSINESS

The Chair thanked all governors for their help in school during a difficult year. On behalf of governors, he thanked all staff for pulling together to deliver success during the year. The Headteacher thanked SB for everything she did.

The Chair informed governors that Sandy Beaumont and Nicola Fletcher would be leaving Brodetsky. He had written to both members of staff on behalf of governors to thank them for their service to the school.

0719-13 CLERK'S BUSINESS

None.

0719-14 ANY OTHER URGENT BUSINESS

Governors sent RS their best wishes to get well soon.

0719-15 DATE OF NEXT MEETING

Thursday 12 September 2019 at 5.00 pm

LS sent her apologies for the next meeting.
The Chair closed the meeting at 6.35 pm.



Action Tracker

Minute	Action agreed	By
0718-07	<ul style="list-style-type: none"> Review the Medical Conditions and Attendance policies. Authority be delegated to a task and finish group – comprising SB, DC, SY and Rabbi Kleiman - to review the SRE Policy and present it to the December FGB meeting. The <i>LK</i> Committee would be asked to support the work of the task and finish group. 	PS C'ttee SB/DC/SY Rabbi K Dec FGB LK
0718-09	Evaluation of governing body effectiveness and risk-based decision-making to be discussed at December FGB.	JB/ Dec FGB
0319-05	New Attendance Policy to September FGB.	EHT/ Sept FGB
0719-05	<ul style="list-style-type: none"> Progress data to be circulated to T&L Committee. PS Committee to look at attendance and new Attendance Policy in 2019/20. 	EHT PS C'ttee
0719-06	<ul style="list-style-type: none"> EYFS Policy to September FGB. AB to take forward strategy for capital projects, in conjunction with the Finance and Resources Committee, and to visit to look at capital projects. 	Sept FGB AB
0719-07	<ul style="list-style-type: none"> Behaviour Policy to be updated to take account of parent questionnaire and to be reviewed again at December FGB. Letters to be sent to external agencies for out-of-hours lettings to seek written assurances that their safeguarding measures were appropriate. 	Dec FGB LB
0719-11	<ul style="list-style-type: none"> Risk register to be a standing item on all agendas, with red risks to be considered at each FGB and committee meeting. Reviews of governance, committee membership and governor monitoring links to be done at September FGB. 	Clerk Sept FGB