



BRODETSKY PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Thursday 11 October, 2018

PRESENT	Jason Broch (JB) (Chair)	Susy Jagger (Executive Headteacher (EHT))
	Lisa Baker (LB)	Dan Cohen (DC)
	Carolyn Glynn (CG)	Lisa Lee (LL)

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

1018-01 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

- Apologies were received, and accepted, for, Sharonjit Bhogal (SB), Henry Cohen (HC), Rabbi Kleiman (JK) Rebecca Skolnick (RS) and Sagi Yechezkel (SY).
- Jason Broch and Dan Cohen declared their interest as governors of Leeds Jewish Free School.
- Lisa Baker declared a standing interest as president of the Leeds Jewish Representative Council.
- Governors noted too that there should not open invitations to non-governors to governing body meetings, save for staff who bring relevant and specific expertise and input to meetings. Should any non-governors be invited to attend, they should be required to complete a confidentiality agreement.

ACTION

1018-02 MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT

The chair reminded governors that they had a vacancy on the governing body for a local authority governor, and that they agreed at the last meeting that they had particular skills gaps in information technology (IT) and building & estate management issues, including health and safety (which needs a whole campus approach).

Resolved:

To place a call through the Leeds Jewish community website and Facebook page for any interested people with these skills to get in touch for more details about the role.

DC

1018-03 MINUTES OF LAST MEETINGS AND MATTERS ARISING

Resolved:

That the minutes of the 19 July and 27 September meetings be accepted as correct records and the Chair be authorised to sign these minutes accordingly.

1018-04 MATTERS ARISING

0718-07 The Medical Conditions, Sex and Relationships Education (SRE) and Attendance policies are due for review in the Pupil Support committee this autumn.

PS c'ttee

0718-07 In addition, the Behaviour Policy will be reviewed this autumn by the *Limmudei Kodesh* committee.

LK c'ttee



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- 0718-08** Governors to review how governor visits can be even more effective and more robustly recorded.
- 0718-09** Evaluation of governing body effectiveness is still to be done. The clerk has sent the template to the chair.
- 0718-12** Work on the maglock for the door being completed in the coming weeks.
- 0918-09** Lisa Lee will be link governor for key stage 1 (KS1), Lisa Baker for lower key stage 2 (KS2) and Jason Broch for upper KS2.
- 0918-09** Overseeing the work of link governors is now on the *agendae* for teaching and learning committee, which will include checking that each governor makes one visit each half-term and submits a visit report each time, and the clerk has added these to future governing body meeting *agendae*.
- 0918-13** Sagi Yechezkel is making updates on the Lauder Foundation partnership.

**Gov's
Gov's**

SBM

1018-05 CONFIRMATION OF ANNUAL GOVERNOR STATEMENT

Governors reviewed the statement suggesting the following amendments:

- Change the first sentence to read: “Our core purpose is to improve the attainment, achievement and attendance of each individual child at Brodetsky in line with our mission statement (detailed above).
- Swap the third and fourth paragraphs.
- Replace throughout the words student/students with child/children.

Resolved:

To adopt the annual statement as amended above.

1018-06 CONFIRMATION OF DELEGATED POWERS AND TERMS OF REFERENCE (ToR)

Governors asked the clerk and SBM to check if a version of these ToR had been created specifically to suit the work of the school, for example encompassing the work of the *Limmudei Kodesh (LK)* committee. In the meantime, the school would continue to use the ToR supplied by the local authority (LA), supplemented by the specific work of its committees.

**Clerk
and SBM**

1018-07 QUESTIONS ON THE EXECUTIVE HEADTEACHER’S REPORT

This report will be tabled at the next governing body meeting. The EHT noted that the school improvement plan (SIP) was almost ready, having been reviewed now by staff, and will go to the teaching and learning (T&L) committee for review before coming back to full governors. She a key priority would be an “...obsession...” with reading, in English and Hebrew, across the school.

Governors asked what the attendance figures were like? With the recent number of high holy days, and the new academic year being so young, the figures are not very useful at this stage. Towards the end of the term there will be a truer picture to analyse.

Governors praised the staff team for all their efforts during the recent period of



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festivals, especially during *Succoth*, and how they involved the community within the life of the school celebrating the festivals.

1018-08 ARRANGEMENTS FOR PERFORMANCE MANAGEMENT OF HEADTEACHER

This role is shared across the chairs of the governing bodies of Brodetsky and Leeds Jewish Free School, as the EHT covers both schools. Brodetsky would put forward the chair and vice-chair, as well as Lisa Baker. In addition, the chair and vice-chair asked for the most appropriate external support to be sought for this evaluation due to the unique role of a dual headship.

EHT

1018-09 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 £20,000. This amount would be kept under close review by the resources committee.

Resolved:

Invoices could be signed off by the EHT and SBM. Orders could be signed off by two of the EHT, the deputy head and Lindsay Seaton.

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, Carolyn Glynn.

1018-10 POLICY REVIEW

Lisa Baker noted she is reviewing the safeguarding policy, and will bring this to governors once done.

Resolved:

After a long discussion examining the Complaints policy, with a focus on recent feedback from OFSTED, it was agreed to keep this in its current form.

1018-11 GENERAL DATA PROTECTION REGULATIONS (GDPR) UPDATE

The SBM reported that she is working on a complete audit and gap analysis with the school's data protection officer (DPO). Governors noted there was reference to GDPR policy for governors in the recent Governors Update newsletter from 1 October. The clerk agreed to follow up on this, as well the SBM speaking to the DPO about it.

Clerk
SBM

1018-12 CONFIRM ADMISSION ARRANGEMENTS

Governors had an in-depth and robust discussion about the admission arrangements for the school. They focussed on how to improve the information provided in their



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supplementary information form (SIF) to help parents better define their child’s and their involvement in the community. They noted too that the current discussions around the Lauder Foundation partnership, and the role of the school in the overall development of the Jewish community, may well necessitate an update to the SIF.

Resolved:

To keep the existing admission arrangements and SIF for applications to enter the school in academic year 2020 - 2021.

1018-13 CHAIR’S BUSINESS

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

1018-14 CLERK’S BUSINESS

The clerk drew the attention of governors to the training available to them.

1018-15 ANY OTHER URGENT BUSINESS

There were not items of other business.

1018-16 DATES OF NEXT MEETINGS

17:30, Thursday 13 December

17:30, Thursday 28 March, 2018 (including BJPS Trust meeting)

Late April - lunchtime meeting with School Council

17:30, Thursday 18 July, 2018

The Chair closed the meeting at 18:40

Action Tracker

Minute	Action agreed	By
0718-07	<ul style="list-style-type: none"> Review the Medical Conditions Policy too in autumn. Review the Behaviour Policy in autumn. Review the Sex and Relationships Education (SRE) Policy in autumn Review the Attendance Policy in autumn 	P S’pport LK P S’pport P S’pport
0718-08	Review how governor visits can be even more effective and more robustly recorded	Gov’s
0718-09	Evaluation of governing body effectiveness	Gov’s
0718-12	Fix maglock door before the start of new school year	EHT
1018-06	Check for school specific version of delegated powers and terms of reference (ToR)	SBM & Clerk
1018-08	Find appropriate external support for EHT evaluation	EHT
1018-11	GDPR policy for governors	SBM & Clerk