



**BRODETSKY PRIMARY SCHOOL GOVERNING BODY**

Minutes of the meeting held on Thursday 13 December, 2018

<b>PRESENT</b>	Jason Broch (JB) (Chair)	Susy Jagger (Executive Headteacher (EHT))
	Dan Cohen (DC)	Henry Cohen (HC)
	Carolyn Glynn (CG)	Lisa Lee (LL)
	Rebecca Skolnick (RS)	

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

**1218-01 WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST**

- Apologies were received, and accepted, for, Lisa Baker and Rabbi Kleiman.
- Jason Broch and Dan Cohen declared their interest as governors of Leeds Jewish Free School.
- Governors asked the register of interests on the website be checked to ensure they are up-to-date and, if any are missing, for the SBM to chase them through with the relevant governors immediately.

**ACTION**

**1218-02 STATUTORY FRAMEWORK FOR EARLY YEARS FOUNDATION STAGE (EYFS)**

EYFS teacher Simone Baxter gave governors a presentation which outlined how EYFS is delivered in school, highlighting the statutory elements of the curriculum, and how safeguarding is incorporated. The presentation forms part of the papers for this meeting and is saved in the shared drive. Governors thanks Simone Baxter for coming in to make the presentation, and reassuring them the school fully complies with its statutory responsibilities.

**SBM**

**1218-03 MEMBERSHIP MATTERS AND GOVERNOR DEVELOPMENT**

The chair reminded governors that they had a vacancy on the governing body for a local authority governor. A suitable candidate has been suggested for this role, and they are being considered by the local party.

**1218-04 MINUTES OF LAST MEETINGS AND MATTERS ARISING**

**Resolved:**

That the minutes of the 11 October meeting be accepted as a correct record and the chair was authorised to sign the minutes accordingly.

**1218-05 MATTERS ARISING**

- |                |   |
|----------------|---|
| <b>0718-07</b> | The Medical Conditions and Attendance policies will be reviewed when the Pupil Support committee is able to meet. |
| <b>0718-07</b> | The Behaviour and Sex and Relationships Education (SRE) policies will be  |

**PS c'ttee**



**Brodetsky Primary School  
Governing Body Documents**

- reviewed by the *Limmudei Kodesh (LK)* committee at its next meeting.
- 0718-08** The effectiveness of governor visits, and their robust recording, will be monitored by the teaching and learning (T&L) committee
- 0718-09** The chair has sourced a tool to help complete the evaluation of governing body effectiveness.
- 0718-12** Initial work on the maglock for the door has been completed, with remedial work due for completion in the coming weeks.
- 1018-06** Neither the clerk nor SBM were able to find a school specific set of terms of reference. The chair and LB will come into the school to help look through files to find it.
- 1018-08** The headteacher approached school improvement adviser (SIA) Anne Fell to be a suitable external support for her evaluation, which she has agreed to do.
- 1018-11** The privacy notice for governors forms part of this agenda.

**LK c'ttee  
T&L  
c'ttee  
Chair  
SBM  
JB, LB  
and SBM**

**1218-06 PRESENT VALIDATED END OF YEAR RESULTS**

Governors had received the Fisher Family Trust Aspire key stage 2 school dashboard results. In addition, they noted that these results had been thoroughly reviewed in the T&L committee, and accepted the findings recorded in their minutes.

**1218-07 GOVERNOR MONITORING OF SCHOOL DEVELOPMENT PLAN (SDP)**

Governors had received prior to the meeting a summary of the SDP highlighting the key priorities. They also noted that the SDP forms the basis for the agendas, and subsequent discussions in, each of the sub-committees.

**1218-08 QUESTIONS ON THE EXECUTIVE HEADTEACHER'S REPORT**

Governors noted that the EHT's report had been thoroughly reviewed in the T&L committee, and accepted the findings recorded in their minutes.

They asked how much Pupil Premium (PP) the school attracts? A relatively small sum of around £40,000 each year. They noted that PP, along with attendance, form regular agenda items for the inclusion committee.

The EHT also asked governors to consider signing up again, for twelve months, to be part of the Alwoodley, Roundhay and Moortown Cluster, at a cost of £8,035. Governors gave careful consideration of the costs and benefits of being part of the cluster, including the cost and challenges of sourcing individual support as and when required.

**Resolved:**

To sign the memorandum of intent to remain in the ARM Cluster for a further twelve months.

**1218-09 COMMITTEE REPORTS**

Governors reviewed the previously circulate minutes from the finance committee



**Brodetsky Primary School  
Governing Body Documents**

meeting from 3 December. They noted the in-year deficit predicted of £86,000 includes around £30,000 of invoices billed in the wrong financial year. In spite of this, the deficit is a concern and needs addressing, not least as the reduced pupil admission number means there will be fewer and fewer children in school in the coming years.

**Resolved:**

To hold a special finance meeting in January, to which all governors would be invited, to assess how best to tackle this ongoing deficit. They asked that figures showing payment of voluntary Hebrew and Jewish Studies fees, for each year group, be available for the meeting along with potential contribution from Friends of Brodetsky and the full costs of the *LK* department.

**CG**

**SBM**

Notes from the 20 November *LK* committee meeting were circulated. The chair reported that the meeting focussed on two key elements: a learning walk of the school and how the new Target Tracker system was working. He was pleased to note that the walk showed the excellent work of the department and that the tracker system was working well. Some items were deferred from the meeting, including policies, and these will be addressed next time.

Notes from the 6 December T&L committee meeting were still being prepared, and the committee chair reported they had focused on the EHT's report along with the unvalidated data.

The pupil support committee has not been able to find a suitable date to meet this term.

**1218-10 POLICY REVIEW**

There were no policies due to come before the governing board.

**1218-11 PUPIL PREMIUM STRATEGY UPDATE**

The strategy and report are on the school's website, and whilst the content is good it has been commented that they style and presentation need addressing. This is being done in January.

**EHT**

**1218-12 PHYSICAL EDUCATION (PE) AND SPORTS PREMIUM**

Details of this work are on the school's website and are due for review in spring term.

**1218-13 EXCEPTIONAL ITEMS TO REPORT FROM GOVERNORS**

There were not items to report.

**1218-14 CHAIR'S BUSINESS**

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

**1218-15 CLERK'S BUSINESS**



**Brodetsky Primary School  
Governing Body Documents**

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

**1218-15 ANY OTHER URGENT BUSINESS**

Governors noted the privacy notice circulated to them prior to the meeting.

**1218-16 DATES OF NEXT MEETINGS**

**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 18:29*

**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
0718-08	Review how governor visits can be even more effective and more robustly recorded	T&L
0718-09	Evaluation of governing body effectiveness	JB
0718-12	Fix maglock door before the start of new school year	SBM
1018-06	Check for school specific version of delegated powers and terms of reference (ToR)	JB, LB and SBM
1218-09	<ul style="list-style-type: none"> <li>Convene a special finance meeting in January 2019</li> <li>Present figures showing payment of voluntary Hebrew and Jewish Studies fees, for each year group</li> <li>Present figures for potential contribution from Friends of Brodetsky</li> <li>Present figures for costs of the LK department</li> </ul>	CG  SBM SBM SBM
1218-11	Address style and presentation of PP strategy on website	EHT