



**BRODETSKY PRIMARY SCHOOL GOVERNING BODY**

Minutes of the meeting held virtually on Tuesday 19 January, 2021 at 17:30

**PRESENT** Jason Broch (JB) (Chair) Susy Hardacre (Executive Headteacher) (EHT)  
 Lisa Baker (LB) Dan Cohen (DC) (from item 0121-06)  
 Henry Cohen (HC) Carolyn Glynn (CG)  
 Rachel Gould (RG) Rebecca Skolnick (RS)

**IN ATTENDANCE:** Sharonjit Bhogal (SB)  
 Lindsay Seaton (LS)  
 Sagi Yechezkel (SY)  
 Manjit Hare (MH), School Business Manager (SBM)  
 David J Israel (Clerk)

**0121-01 Welcome, apologies and declarations of interest**

- The chair welcomed governors to the meeting
- Apologies were received, and accepted, for Adam Baxter (AB) and Rabbi Kleiman.
- The standing declaration for Jason Broch and Dan Cohen as governors of Leeds Jewish Free School (LJFS) was noted.
- MH has chased governors who had not returned their register of interest forms.

**ACTION**

**0121-02 Membership matters and governor development**

Governors noted that the staff governor term of office expires on 12 July, 2021. They asked MH to note need for staff elections in summer term.

**MH**

**0121-03 Minutes of last meeting and matters arising**

HC noted that in minute 1020-12 he should have been recorded as clearly stating there was no way the school would be able to find this amount of money.

**Resolved:**

With the amend noted above, the minutes of the 22 October, 2020 meeting be accepted as a correct record and the chair was authorised to sign these minutes.

**0718-07** Task and finish group to review the SRE Policy to present to the next meeting of governors.

**LK  
c'ttee**

**1020-10** Full staff performance management is being carried forward to next year, with supportive conversations being held in their place this year

**1020-13** The school development plan (SDP) forms part of this agenda

**1020-14** The possibility of aligning policies with Leeds Jewish Free school (LJFS) is an ongoing piece of work, that will be reported on in due course

**1020-15** The admissions policy and supplementary information form (SIF) form part of this agenda. The DHT and SY noted the admission forms on the website have the correct dates.

**1020-16** There are one or two items, being progressed, to be done on the website to ensure full compliance.



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**0121-04 Executive headteacher report**

The EHT gave governors a verbal update reflecting the latest position in the school. She confirmed that 45 children of key workers were currently on roll, that the nursery is fully open, with most children attending, and in the context things are working well. She is receiving great support internally from the senior leadership team (SLT), the family of schools (FoS) and the Red Kite Alliance (RKA). At this stage, it is not clear if the nursery or school will be required to remain open for children of key workers over February half-term.

Remote learning is working well, with three Zoom lessons a day in maths, English and *limmudei kodesh (LK)*. Staff and parents are also using the Seesaw website and app to upload and complete work, and provide feedback from staff. A parent session for parents, to show them how to use it, was held and received positively. This change of Zoom lessons, their focus and better use of Seesaw, come from the lessons learned from the last lockdown, to be better focussed and get better feedback from pupils. However, staff still feel very frustrated as they know that only in-person teaching can truly provide the attainment and progress they, and the children, seek. Funds have been secured from generous local donations and from the department for education (DfE) for additional equipment.

The school is ensuring, as far as possible, that the children in school are those of essential key workers. These children are receiving the same Zoom lessons as those at home.

Staff wellbeing has been a key priority for the SLT. One staff member was very poorly with Covid-19 and hospitalised which impacted staff morale, but now that person is home and recovering.

The DHT added that trainee teachers started in school today, following a full induction, which is helping the school better staff absences and the potential impact that has on bubble management, as well as giving these teachers excellent training.

Governors asked if all the IT equipment planned for purchase had arrived? SY noted that the school wanted to ensure the most suitable and cost-effective equipment was bought, and that they were able to access unused equipment, in the meantime, from LJFS. They asked if there were any children at home without equipment? As best we know no. Those that have asked have had equipment supplied.

Governors asked how the school is assessing those children who don't complete work? The EHT noted it was only a handful of children who don't return any work, and either the DHT or other agencies are in touch with these families. Where necessary, these children are being brought into school, noting this cannot be forced on families. Governors were reminded that the school has in place a plan in place for assessment of children, with appropriate catch-up, interventions and pupil progress meetings, for



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when they are back in school. Governors asked if any 'red flags' still existed from previous lockdown/s? The EHT confirmed there were, that these are reviewed in teaching and learning (T&L) committee meetings, and fed back to governors through minutes and reports to full governing board meetings.

Governors asked if the regular staff survey had been done, or is planned for? The EHT confirmed it was in place for the beginning of this term, but the unexpected lockdown took over. She noted the focus now is being done with direct contact with individuals, with staff being very open and honest with challenges and needs. Governors till felt it was important to have the anonymous survey to be done, which the ERHT confirmed would be happening.

EHT

Governors asked how best they could help the EHT and staff team? She asked they continue to be supportive and not to overload them.

### **0121-05 Latest risk assessment (RA)**

The DHT updated governors on updates to the risk assessment. One key red risk is the school's ageing technology, thought mitigation through funds being raised, and invested in new stock, was covered earlier in the meeting.

The other key risks are positive Covid cases, financial difficulties and limited staffing, including both mental & physical health and general wellbeing. Governors asked if the assessment covered risks to achieving the goals of the SDP? The DHT confirmed they were, as an amber risk. She also noted they couldn't be fully assessed yet due to the unknown short and long term impact of so much remote learning. Once the children are back at school, this can be better assessed and addressed.

### **0121-06 School development plan, curriculum and remote learning update**

The EHT noted again the robust discussion on the SDP at T&L meetings. Much of this year's plan is carried over from last year, and may well do so again for the coming year.

She also confirmed the school was meeting its statutory responsibility to share relevant information with pupils and parents or carers about how they will provide remote learning through the school's the website. Governors asked of the SDP is published on the school's website? It was agreed that a one-page summary of the SDP would be a useful addition to the site.

SB

### **0121-07 Finance and virements update, including impact of Covid-19**

The SBM led governors through the proposed managing staff reduction (MSR) programme, supported by the local authority's (LA) HR team to ensure it is legally compliant. She confirmed too that the resource committee had thoroughly reviewed the process at the previous meeting, concluding the need to reduce staffing by the equivalent of one full time role, and some amendments to administrative roles. This MSR programme, part of the school's deficit reduction plan, presented the most certain way forward to retain best practice and education for the children, balanced against the school's financial position, and was an expected result of reducing the published



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admission number (PAN). This process would still leave the school with a deficit of around £160,000 at the end of this financial year against the £180,000 projected.

### **Resolved:**

Governors approved the MSR programme.

### **0121-08 Attendance, behaviour and attitudes**

Governors agreed that attendance was covered in EHT's earlier report, and that registers are still being taken each day. The EHT confirmed there had been no exclusions or any children who have become electively home educated.

Governors asked if there was any impact on behaviour from the first lockdown? The EHT confirmed it wasn't: remains the usual mix of children falling out and sometimes forgetting how to be a good friend. Some children had been anxious about returning to school, but they have been supported as the school was aware of these children. Indeed, using bubbles at lunchtime has helped behaviour issues as there are fewer children together to fall out.

Governors asked how the most vulnerable children have been supported during lockdown? The DHT noted the school is in contact with all key families, as well as encouraging those who would be better in school to attend. Those who remain at home are kept in close contact with, along with other agencies. The designated safeguarding leads meeting also makes sure there is cross-checking to make sure all is okay.

Governors asked if any children had become vulnerable due to lockdown? The EHT confirmed not. Governors asked how many children were considered vulnerable? Very low: less than 5% of children in the school.

The EHT confirmed that the school's behaviour principles are already on the website, but need to be labelled more clearly as the school's principles.

### **0121-09 Policies for review**

The DHT led governors through the key points of the previously circulated addendum to the safeguarding policy which had been incorporated in to the school's policy through the chair's discretionary powers. It has also been circulated to staff and added to the website.

### **Resolved:**

Governors formally approved the action if the chair to incorporate this addendum.

### **0121-10 Safeguarding and child protection**

The DHT confirmed that the completion of the annual Section 175/157 child protection compliance return will be submitted by 31 May, 2021, once reviewed by the safeguarding governor lead and the chair.

### **0121-11 Early years foundation stage (EYFS)**

The EHT updated governors on the recent news that OFSTED had removed the need to



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evidence that the school complies with the requirements of the EYFS statutory documents. However, the school’s EYFS lead is still collating, and will submit the relevant data, to ensure standards are being reviewed and maintained.

**0121-12 Present the school calendar for 2021 – 2022**

The EHT confirmed the dates were already listed on the school’s website.

**0121-13 Review of information on the school website**

This item is covered under matters arising.

**0121-14 Health & safety (H&S) and premises**

The EHT confirmed that the completion of outstanding H&S items will be completed during February half-term, and that a fire risk assessment is planned for March. Governors asked how much of this work is being competed by the school’s staff? As much as possible, but most has had to be completed by external agencies.

**0121-15 Update on admissions arrangements**

The revised admission arrangements are currently out for consultation.

**0121-16 Risk register**

This item was covered previously on the agenda.

**0121-17 Educating for Impact (Efi) Update**

There was no report for this meeting.

**0121-18 Chair’s business**

The chair noted that he will be acting as investigating officer concerning a recent incident.

He also virtually attended a staff meeting recently to thank them for work in difficult times. He reported how clear it was to see the amazing work being done by them all in exceptional circumstances, especially the SLT.

**0121-19 Clerk’s business**

The clerk drew the attention of governors to the training available to them through governors’ support services and the support available through [The Key for School Governors](#) online advice and guidance on a wide range of topics.

**0121-20 Any other urgent business**

There were no additional items of urgent business.

**0121-14 Dates of next meetings**

To be advised

*The chair closed the meeting at 19:02*

**Action Tracker**

Minute	Action agreed	By
0718-07	LK committee to complete SRE policy review	LK
0121-04	Send out annual staff survey	EHT
0121-06	Add a one-page summary of the SDP to the school website	SB