



BRODETSKY PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting held on Thursday 22 October, 2020 at 17:00

PRESENT Jason Broch (JB) (Chair) Susy Hardacre (Executive Headteacher) (EHT)
Adam Baxter (AB) Dan Cohen (DC)
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)

1020-01 Welcome, apologies and declarations of interest

- The chair welcomed governors to this first formal meeting of the academic year, and particularly Rachel Gould to her first meeting following her election as parent governor. Governors also wished Susy Hardacre *mazeltov* (congratulations) on her recent wedding.
- The chair also noted that all the foundation governors (LB, JB, DC, HC, CG and JK) had recently been reappointed by the school’s foundation.
- 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 completed the annual business interest declaration forms, and MH would chase those governors not present to complete theirs.

1020-02 Election of chair and vice-chair and agree terms of office

- Jason Broch was nominated for the post of Chair.
- He left the room and governors discussed his nomination and length of office.

Resolved:

Jason Broch was elected Chair for a further year.

- Carolyn Glynn was nominated for vice-chair.
- She left the room and governors discussed his nomination and length of office.

Resolved:

Carolyn Glynn was elected vice-chair for a year.

1020-03 Membership matters and governor development

Governors noted that the election as parent governor of Rachel Gould came from the retirement of Lisa Lee, who was thanked for all her hard work as a governor. It was also noted that RS would remain as staff governor whilst on maternity leave.

ACTION

MH



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1020-04 Minutes of last meeting and matters arising

Resolved:

That the minutes of the 24 June, 2020 meeting be accepted as a correct record and the chair was authorised to sign these minutes.

0718-07 The medical conditions policy forms part of this agenda.

Task and finish group to review the SRE Policy to present to the December meeting of governors.

0718-09 Evaluation of governing body effectiveness and risk-based decision-making forms part of this agenda.

0620-02 AB has been reaffirmed as local authority (LA) governor.

As noted above, the foundation governors have been re-approved.

As noted above, RS will stay on as staff governor.

0620-07 The admissions policy forms part of this agenda.

1020-05 Confirmation of annual governor statement

Governors reviewed the statement and how it fitted with the overall aims and vision of the school.

Resolved:

To adopt the statement as tabled.

1020-06 Alternative methods for participation in meetings

Governors agreed the best way to participate in meetings was to be physically present. If this was impossible, governors could use video or telephone conferencing to participate during meetings. Voting before the meeting, by proxy and by email are not allowed.

1020-07 Confirmation of delegated powers and terms of reference (ToR)

It was agreed to continue to use the ToR supplied by the LA, supplemented by specific amendments previously made by the SBM to fit the unique structure of the school. In addition, governors noted, and accepted, the ToR presented for the *Limmudei Kodesh* committee.

1020-08 Committee structure and membership

Resolved:

The following committees consisting of the following members, who will agree chairs and clerking procedures in their first meetings, was agreed:

Resources:

Adam Baxter, Jason Broch, Henry Cohen, Carolyn Glynn and Susy Hardacre, with Sharonjit Bhogal, Manjit Hare, Lindsey Seaton and Sagi Yehezkel in attendance

Teaching & Learning (T&L):

Lisa Baker, Jason Broch, Rachel Gould, Susy Hardacre and Rebecca Skolnick with Sharonjit Bhogal and Lindsey Seaton in attendance

LK
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Limmudei Kodesh (LK):

Jason Broch, Dan Cohen, Susy Hardacre and Rabbi Kleiman with Sagi Yechezkel, Louisa Simons and Lindsay Seaton in attendance

Pupil Support (PS):

Lisa Baker, Jason Broch, Dan Cohen, Susy Hardacre and Rebecca Skolnick with Sharonjit Bhogal and Lindsey Seaton in attendance.

1020-09 Governors with specific monitoring duties

Resolved:

Performance Data	RG and T&L
Financial Data	CG and Resources
Safeguarding and Child Protection	LB
Children Looked After	DC
Special Education Needs and Disabilities	LB and Pupil Support
Equalities	DC and <i>Limmudei Kodesh</i>
Attendance	LB and Pupil Support
Early Years Foundation Stage (EYFS)	CG
Health & Safety (H&S) and Estates	AB
Security	AB
Pupil Premium	LB and Pupil Support
PE and Sports Premium	RG
Training	CG
Complaints	LB
Key stage 1 (KS1)	JB
Key stage 2 (KS2)	JB and T&L
Upper KS2	JB
Literacy	RG
Maths	JB

1020-10 Arrangements for performance management of executive headteacher and staff

This role is shared across the chairs of the governing bodies of Brodetsky primary and Leeds Jewish Free schools, as the EHT covers both schools. Brodetsky would put forward the chair and vice-chair, noting LJFS would most likely agree their chair be on this team. They would be supported either by the school's improvement adviser or another external consultant.

The EHT will provide a report on staff performance management at the next meeting.

EHT

1020-11 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.



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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.

1020-12 Executive headteacher report

The EHT reminded governors that her previously circulated report is compiled by members of the senior leadership team across the school.

She highlighted that attendance remains very good, at levels similar to this time last year, despite the pandemic. She also updated governors that there would be a need for investigating governors and an appeal panel in connection with a complaint.

SB updated governors that there would be fifteen minute windows at drop-off and pick-up instead of staggered times after half term due to people mixing. Having worked so hard to have the school open, and kept open, she was clear that this hard work should not be lost through unintended mixing. Governors agreed with this sentiment and approach.

Governors asked how staff were coping with the new circumstances, and their wellbeing? The EHT noted she and the SBM are isolating and that the headship team has done an amazing job stepping up to cover this. SB noted she has been keeping a close eye on staff wellbeing and had no issues to report. The headship team were approaching the challenge one half term at a time, and ensuring they are closely supporting each other. Their goal is simply to keep the school open.

The EHT noted that the school is in the Alwoodley, Roundhay and Moortown (ARM) cluster contributing just £6,924pa (same cost as last year). The EHT recommended the school should remain a member due to the excellent value for money of its services.

Resolved:

Governors agreed the school should remain a cluster member for the coming year.

HC noted that the school's agreed deficit budget had been submitted to the LA but they have returned it. The LA finance officer (LAFO) is coming in just after half-term and the school will talk them through the deficit reduction plan, including the school's unusual funding structure, not least the charitable donations it receives. HC noted a key challenge is a grant for roofwork, which requires the school to find 10% of the



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total cost (approx. £150,000).

1020-13 Agree the school vision and strategic priorities

Governors asked about the progress of the school’s development plan (SDP)? The EHT reported that this is going for review to the teaching and learning committee first and will then come to governors. She noted there is a number of items carried over from being incomplete last year, and blended learning is being added in too.

EHT

1020-14 Policy review

Resolved:

Governors adopted the child protection, guidance document keeping children safe in education and supporting pupils with medical conditions policies as tabled.

It was noted the teacher pay Policy would come to governors for approval when ready.

It was agreed that the school should see if it can align policies with Leeds Jewish Free school (LJFS), especially where these are model LA policies.

CG

1020-15 Update on admissions arrangements

The SBM update governors on correspondence she had with the admissions department in the LA. It was felt that they had misunderstood what the school was asking for, noting that the 2021 - 2022 was already agreed and in place. In addition, the school’s policy is very different to the standard policy used widely, which often causes additional misunderstanding.

DC commented that the 2022 - 2023 admissions policy is in its review window now. He will review the policy to ensure that it does meet the necessary conditions, including reviewing the comments from the LA, and bring it back to governors for approval. This will included reviewing the supplementary information form (SIF). The SBM will check that the forms on the website are all dated correctly.

DC
SBM

1020-16 Risk register

In addition to the receiving the schools complete risk assessment for opening prior to the meeting, governors welcomed the comprehensive Covid-19 management report previously circulated, which also outlined a breakdown of safeguarding assurances during remote home education provision. It was noted that the register is regularly updated as part of the ongoing changes due to Covid-19.

It was noted there is an urgent need to check website is compliant.

SBM

1020-17 Educating for Impact (Efi) Update

SY confirmed that the partnership, including funding, with Efi successfully continues. The current focus is around incorporating the *limmudei kodesh* (Hebrew and Jewish studies) and secular curriculum together eg linking the personal, social, citizenship and health education (PSCHE) curriculum with that week’s *parasha* (Torah reading).

It was noted that the Efi role itself is too big for SY and SB, so a community change



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manager and school change manager, both funded by Efl, are being sought. There are eight applicants for the community role, with shortlisting next week.

1020-18 Chair’s business

The chair noted that the governor skills audit is being done again this year, led by the LJFS clerk.

1020-19 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.

1020-20 Any other urgent business

There were no additional items of urgent business.

1020-14 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
1020-10	Report on staff performance management	EHT
1020-13	SDP to go to T&L committee and full report to come to next governors	EHT
1020-14	Investigate option to align policies with Leeds Jewish Free school (LJFS)	CG
1020-15	Review admissions policy and SIF Check all admission forms on website have correct dates	DC SBM
1020-16	Check website compliance	SBM