



BRODETSKY PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Wednesday 3 November, 2021 at 5.30pm

PRESENT	Jason Broch (JB) (Chair)	Susy Hardacre (Executive Headteacher) (EHT)
	Lisa Baker	Dan Cohen (DC) (until item 17)
	Carolyn Glynn (CG)	Rachel Gould (RG)

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

1121-01	<p>Welcome, apologies and declarations of interest</p> <ul style="list-style-type: none"> • Apologies were received, and accepted, for Adam Baxter, Henry Cohen, Rebecca Skolnick (RS), Rabbi Kleiman and Sagi Yechezkel. • Jason Broch and Dan Cohen noted their interest as governors of Leeds Jewish Free School. <p>Governors were reminded to complete their annual business interest declaration forms, and MH will chase governors who have not returned their forms.</p>	ACTION
1121-02	<p>Election of chair and vice-chair and agree terms of office</p> <p>Jason Broch indicated his interest in remaining as Chair, and he left the meeting to allow governors to discuss his candidacy and length of office.</p> <p>Resolved: Jason Broch was elected Chair for a further year.</p> <p>Carolyn Glynn indicated her interest in remaining as vice-chair, and she left the meeting to allow governors to discuss her candidacy and length of office.</p> <p>Resolved: Carolyn Glynn was elected vice-chair for a year.</p>	MH
1121-03	<p>Membership matters and governor development</p> <p>Governors noted that Rebecca Skolnick had been re-elected as staff governor in July. The Chair set out that the school’s statutory instrument allows it to co-opt a further two governors, which he felt was needed to help better address the workload of the board. Governors agreed this would be useful, and also agreed to complete an updated skills analysis to identify any particular skills gaps.</p> <p>The Chair noted that Lisa Baker would be stepping down from the governing board following its next meeting. Dan Cohen agreed to take a lead on safeguarding at that time until another governor is available to take on the role.</p>	Clerk
1121-04	<p>Minutes of last meeting and matters arising</p> <p>Resolved:</p>	



Brodetsky Primary School Governing Body Documents

That the minutes of the 25 June, 2022 meeting with the school council and school eco-council, and the 15 July, 2021 governing board meeting be accepted as a correct record and the chair was authorised to sign these minutes.

Lindsay Seaton reported that she had met this afternoon with the Chair, EHT, Carolyn Glynn to continue discussions around the expansion of nursery hours. She said a notice is going to parents next week explaining an initial extension of hours in term time, with a separate organisation being created to run this on an at ;least break-even model. Governors suggested these new hours being reported at the open evening tomorrow evening, which was agreed. It was noted that the next step would be to provide these hours through the whole year, not just term-time.

The remaining matters arising from both meetings will be reviewed at the December meeting.

Agenda

1121-05 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.

1121-06 Alternative methods for participation in meetings

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

1121-07 Confirmation of delegated powers and terms of reference, and *limmudei kodesh* committee terms of reference

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.

1121-08 Committee structure and membership

Resolved:

Governors discussed, and agreed, to merge the teaching & learning and pupil support committees, to form a teaching, learning and inclusion committee. Committee membership, with chairs and clerking agreed in their first meetings, was agreed as:

Resources:

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

Teaching, learning and inclusion (TL&I):

Lisa Baker, Jason Broch, Dan Cohen, Rachel Gould, Susy Hardacre and Rebecca Skolnick with Sagi Yehezkel and Lindsey Seaton in attendance.



Limmudei Kodesh (LK):

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

1121-09 Governors with specific monitoring duties

Resolved:

Safeguarding and Child Protection	LB
Children Looked After	DC
Special Education Needs and Disabilities (SEND)	DC & TL&I
Estates	AB

1121-10 Assessment in the absence of end of year results

The EHT reminded governors that the school carried out its own standardised assessment tests (SATs) and these results had been shared with governors. The school’s target tracker system is updated each half-term, and this will continue to be reviewed through the new TL&I committee. There is a data collection set for December, followed by a mid-year report in February. The statutory multiplication tables test for year 4 will take place in spring, and SATs in summer for years 2 and 6.

1121-11 Update on plans to review the current self-evaluation form (SEF) with the school’s current strengths and weaknesses

The SEF and school improvement plan (SIP) are being reviewed at the forthcoming TL&I meeting. This has been delayed due to key staff being absent from school through illnesses. Karen Whitman, the school’s improvement adviser (SIA), is coming into school to help with this both papers next week.

1121-12 School improvement plan (SIP)

This was covered in the item above.

1121-13 Performance management...

The Chair, Carolyn Glynn and Dan Cohen will be the performance management governors. They noted that the external support for this needs to be someone able to account for the shared nature of the school and this will be arranged too.

JB

The EHT noted that staff performance management was delayed by the Jewish High Holy Days, and is now underway.

1121-14 Delegated authority for financial transactions

Resolved:

The headteacher’s authority to vire sums is limited to £5,000, and to enter into contracts limited to £20,000. This amount will 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.



**Brodetsky Primary School
Governing Body Documents**

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

1121-15 Partnership governance arrangements

Speaking to the previously circulated agreement, the EHT reminded governors the school is part of the Alwoodley, Roundhay and Moortown (ARM) cluster, governed through a joint collaborative committee (JCC).

Resolved:

To remain members of the ARM cluster as per the agreement tabled.

1121-16 Policy review

Governors noted these previously circulated, model local authority (LA) policies:

- Child protection
- Keeping children safe in education
- Teacher pay

Resolved:

To adopt the policies as tabled.

1121-17 Update on admissions arrangements

The SBM explained that the school's supplementary information form had been the source of some misunderstanding with the LA. This has now been clarified and the LA have confirmed that they are satisfied the policy is compliant.

1121-18 Approve the updated risk assessment

Further reviews of the assessment are taking place and the final version will be presented at the next governing board meeting.

1121-19 Risk register

Governors noted that the register should be used for operational and day to day decisions in school. They agreed the register should be part of sub-committee meetings moving forward, and form part of their terms of reference.

1121-20 Educating for Impact (Efi) Update

The Chair noted this was the final year of Efi funding, though they are considering an extension, particularly to support the education outreach worker. The SBM is working with Efi on a second tranche of Covid recovery funding. Governors also asked to be sent the monthly Efi reports, starting with previous six months.

1121-21 Chair's business

EHT

C'ttee
agenda

SBM



**Brodetsky Primary School
Governing Body Documents**

The chair highlighted the need to ensure the school’s website is up-to-date and compliant.

SBM

1121-22 Clerk’s business

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

1121-23 Any other urgent business

The Chair thanked the EHT, Lisa Baker and Carolyn Glynn for the robust and proper way a recent staffing issue was dealt with, and the learning from it which has been implemented.

1121-24 Dates of next meetings

18:00 on 9 December, 2021

18:30 on 15 March, 2022

18:00 on 21 July, 2022

In addition a daytime FGB/School Council & Eco-Council meeting will be arranged

The chair closed the meeting at 19:31

Action Tracker

Minute	Action agreed	By
1121-01	Chase governors to complete their annual business interest declaration forms	SBM
1121-03	Source governor skills analysis	Clerk
1121-04	Review matters arising from school council & eco-council meeting & 15 July FGB	Gov’s
1121-13	Arrange suitable external support for performance management	JB
1121-18	Present updated risk assessment	EHT
1121-19	Add relevant sections of the risk register to sub-committee meetings and ToR	Sub-comm’s
1121-20	Send monthly Efl reports, starting with the previous six months, to governors	SBM
1121-21	Ensure school website is up-to-date and compliant	SBM

Action Tracker from 15 July, 2021

Minute	Action agreed	By
0121-06	Check the one-page summary of the SDP is on the school website	EHT
0321-11	Short presentation to the teaching and learning committee on updates to EYFS compliance in autumn	T&L
0721-06	Governors requested that AB be included in all matters relating to the roof	SBM
0721-09	Review CCTV inclusion in policies, and liaise with other campus occupants	CG & SBM

Action Tracker from meeting with School Council (SC) and Eco-Council (EC)

Minute...	Action agreed	By
0621-02	Raising money to help address the leaks in the classrooms and corridors	JB
	Cars parking outside school, on yellow line s and leaving their engines on	EC
	Teacher and volunteers to do litter pick-ups	EC



Brodetsky Primary School
Governing Body Documents

	Discuss chance of more Ivrit (Hebrew language) lessons	LK
	Review the school homework policy	T&L
	Reminding children to tell teachers if they are sad or feel unsafe	SC
	Fixing toilet door locks	EHT
0621-03	Send through carbon reduction grant details	Clerk