



**Brodetsky Primary School
Governing Body Documents**

BRODETSKY PRIMARY SCHOOL GOVERNING BOARD

Minutes of the meeting held on Wednesday 8 December, 2021 at 6pm

PRESENT

Jason Broch (JB) (Chair)	Susy Hardacre (Executive Headteacher) (EHT)
Lisa Baker	Henry Cohen (HC)
Carolyn Glynn (CG)	Rachel Gould (RG)
Rabbi Jason Kleiman	

IN ATTENDANCE: Sagi Yehezkel, Acting Deputy Headteacher (aDHT)
Lindsay Seaton (LS)
Manjit Hare (MH), School Business Manager (SBM)
David J Israel (Clerk)

1221-01	Welcome, apologies and declarations of interest	ACTION
	<ul style="list-style-type: none"> • Apologies were received, and accepted, for Adam Baxter, Dan Cohen, and Rebecca Skolnick. • Jason Broch and Dan Cohen noted their interest as governors of Leeds Jewish Free School (LJFS). • There were no new declarations of interest. 	
1221-02	<p>Membership matters and governor development</p> <p>Governors noted that the school's foundation has reappointed Carolyn Glynn as a foundation governor.</p> <p>The Chair noted that this Lisa Baker's final meeting as a foundation governor. He led governors in thanking her for all her hard work, insight and advice whilst a governor.</p>	
1221-03	<p>Minutes of last meeting and matters arising</p> <p>Resolved:</p> <p>That the minutes of the 3 November, 2021 meeting governing board meeting be accepted as a correct record and the chair was authorised to sign these minutes.</p>	
1121-01	The SBM did chase governors to complete their annual business interest declaration forms, and governors who have still not returned their forms reminded to do so immediately	SBM
1121-03	The Clerk has sourced the governor skills analysis	
1121-04	The review of the matters arising from school council & eco-council meeting and 15 July governing board meeting has been completed	
1121-13	External support for the performance management of the EHT has been arranged	
1121-18	The updated risk assessment has been completed and forms part of the reports for this meeting	CG, EHT & SBM
1121-19	Carolyn Glynn will work with the EHT and SBM to add relevant sections of the risk register to sub-committee meetings and their terms of reference	



Brodetsky Primary School Governing Body Documents

- 1121-20** The SBM did send the last six months of Educating for Impact (Efi) reports to governors
- 1121-21** The SBM confirmed she is ensuring the school's website is up-to-date and compliant. The Clerk will share the latest website audit form.
- 0121-06** The one-page summary of the SDP will be placed on the school website in February, 2022
- 0321-11** A short presentation was made to the teaching and learning committee on updates to EYFS compliance and is in the EHT report
- 0721-06** AB is included in all matters relating to the roof
- 0721-09** CCTV is included in policies across the campus

Clerk

EHT

Actions from the meeting with the school council and eco-council will be actioned by the senior headship team (SHT) and reported on in the next meeting.

SLT

1221-04 Assessment in the absence of end of year results

This item is covered through the EHT's report.

1221-05 School improvement plan (SIP) update, and governor monitoring visits

The aDHT apologized that due to the challenges in school presently that the SIP was circulated late to governors. He noted the SIP has been red, amber and green (RAG) rated and that school improvement adviser (SIA) Karen Whittman is meeting with the senior leadership team (SLT) on 27 January, 2022 to update the school's self-evaluation form (SEF) in line with the RAG rated SIP. In addition, updates from last night's teaching, learning and inclusion (TL&I) meeting have been added to the plan, is a working document which continues to develop and reflects school's risk register.

Governors noted the SIP's key four priorities of developing middle leaders, developing a holistic curriculum, ensure a good quality of teaching and stretching children achieving greater depth.

1221-06 Questions arising from the EHT report

Governors asked how staff absences had affected the school? The EHT confirmed this had been a key challenge, with the aDHT noting that aside from the very first day of term, no day had seen a full staff complement, teaching and non-teaching, in school, noting this week had either four or five staff off each day. The aDHT also commented on the challenge felt from the EHT's extended absence albeit she is work from home. Governors asked what happens when teaching staff are absent - how are classes covered? The aDHT noted the school is fortunate in having some student teachers in year groups, plus he, and other staff, have used their teaching and leadership responsibilities (TLR) time to cover classes. The school also has two qualified teachers working as teaching assistants (TAs) and a higher-level TA (HiLTA). As a result of all of this, the school has only had to use external teaching support on three days this whole term. Governors praised this response from the staff, and noted they had witnessed in school how senior staff have been so ably dealing with this difficult situation.



Brodetsky Primary School Governing Body Documents

Governors reported that informal feedback, on the whole, from open day positive. Some feedback noted that the approach to teaching didn't come through as strongly for some prospective parents, so this should be considered for future events.

Governors recognised that last night's TL&I meeting received a thorough update on data and assessments from the aDHT, and it will review December's data, and pupil progress meetings, at their next meeting.

Governors thanked the EHT and wider leadership team for the comprehensive report.

1221-07 Committee reports

Rachel Gould noted the teaching, learning and inclusion (TL&I) committee had met yesterday, with notes to be circulated as soon as available. The committee noted the feedback from a recent governor monitoring learning walk in October, with follow-up from the report already happening. They also welcomed the increased focus on continuing professional development (CPD) and ensuring the various voices in the school community are heard. They noted that each child is being assessed to ensure there are clear baselines for them, with both general interventions and specific ones being used where appropriate. The aDHT noted the change in the school day has assisted children with particular gaps in learning, as well as being used to help stretch higher achieving children.

RG

The committee particularly praised the aDHT in his role as acting DHT in this first term. They commented on his personal development, his command of the role and his clarity with governors about the school's development. Lisa Baker noted she had met with relevant safeguarding and children looked after (CLA) leads, with her notes to follow.

LB

The resources committee has not been able to meet this term. HC reported that work continues to ensure nursery slots are full. It was noted too that the after-school club is still not yet at the numbers it needs to be, with marketing continuing on this.

Governors noted that existing parents will most likely already have plans already in place for this year, and that new parents will most likely fill the places. It was noted that AB continues his work on assessing what actual repair the roof needs, allowing an accurate assessment of what the total costs will be and, from that, assessing how best to source the funds for the potentially large cost it represents. The Chair noted that there should be discussion with The Link to make sure any fundraising needed for the roof, and their work in general, is in step with the school.

JB

The *limmidei kodesh* (LK) committee has been unable to meet this term, but a full report on this work forms part of the papers for this meeting. Governors noted that the relationships and sex education (RSE) policy. Governors asked if any further year group events were planned for any of the synagogues? The aDHT noted the next one will be at *Etz Chaim* in January and year 4 (Y4) later in the year at *Beth haMidrash haGadol*. They asked too how often 'reading with the Rabbi' happens? The aDGHT



Brodetsky Primary School Governing Body Documents

said the aim is for every fortnight, but Covid, as well as the fluid nature of a Rabbi's diary, make it tricky to stick rigorously to this.

1221-08 Performance management...

Governors noted the performance management of the EHT was delayed due to her extended absence through illness, but is now set for early next term. The EHT noted that, invariably, each year staff appraisals are delayed by the extended run of Jewish festivals at the start of autumn term. As such, the proposal is to change appraisal deadline dates from 31 August to 30 November. This would then move the EHT's appraisal date from 31 December to 31 January.

The EHT confirmed staff appraisals were ongoing with an aim for completion at the end of January. She noted the constant impact of Covid really impacts on the smooth operation of the school, including things like appraisals. She will update governors on the outcomes of staff appraisals at their next meeting. Governors noted to the ongoing review of how best to staff the school's office to create a more sustainable model, which the resources committee will appraise.

HT

1221-09 Approve the mid-year budget review

This will be done following review at the resource meeting next term.

1221-10 Risk register

Governors noted the register is contained in the SDP, as noted above, and will be updated through this document.

1221-11 Educating for Impact (Efi) update

The Chair noted the steering committee had met with Efi this week. Efi updated the committee that they were planning and internal restructure along with a review of their finances. They will be continuing to fund work at the school until July 2022 to allow time to see how best to continue the work. The school is still working closely with Efi to complete the goals previously set, which are on track. The Chair was also pleased to note that the monies committed to the school last year to support the impact of Covid are still forthcoming. He added that there remains potential ways to build and grow the work of the community with Efi, including potentially in partnership with (LJFS).

1221-12 Chair's business

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

SBM

1221-13 Clerk's business

The clerk drew the attention of governors to the governor support service (GSS) survey is now live at <https://surveys.leeds.gov.uk/s/LeedsGSSGovernorSurvey2021/>. In addition, there is a GSS governor information session, 14 January, 2022 12.00pm - 1pm via Zoom, which can be booked via [Leeds for Learning](#). Finally, GSS is recruiting for clerks.



Brodetsky Primary School Governing Body Documents

In addition, he noted that training remains available to governors through [Leeds for Learning](#) and the support available through [The Key for School Governors](#) online advice and guidance on a wide range of topics.

1221-14 Any other urgent business

There were no other items of urgent business.

1221-24 Dates of next meetings

6.30pm on 15 March, 2022

6pm on 21 July, 2022

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

The chair closed the meeting at 19:27

Action Tracker

Minute	Action agreed	By
1121-01	Remaining governors to complete their annual business interest declaration forms, and SBM will chase those outstanding	SBM and Gov's
1121-19	Add relevant sections of the risk register to sub-committee meetings and ToR	CG, EHT & SBM
1121-21	Clerk to send school website audit form	Clerk
1221-07	Notes from December TL&I committee to be circulated	RG
1221-07	Notes from safeguarding and CLA visits to be circulated	LB
1221-07	Meet with The Link to discuss fundraising strategy	JB
1221-08	Update governors on outcomes of staff appraisals	EHT
1221-12	Ensure website is compliant and up-to-date	SBM
0121-06	Place the one-page summary of the SDP on the school website	EHT

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	SHT
	Cars parking outside school, on yellow line s and leaving their engines on	SHT
	Teacher and volunteers to do litter pick-ups	SHT
	Discuss chance of more <i>Ivrit</i> (Hebrew language) lessons	SHT
	Review the school homework policy	SHT
	Reminding children to tell teachers if they are sad or feel unsafe	SHT
	Fixing toilet door locks	SHT
0621-03	Send through carbon reduction grant details	Clerk