**Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Tuesday 7th July 2020 at 7pm**

**PRESENT**

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| David Kelin (DK) (Chair)  Nerissa Bear (NB) (Headteacher)  Steve Bower (SB)  Jo Dallal (JD)  Laurence Dare (LD) | Judith Ish-Horowicz (JIH)  Shirley Lee (SL)  Andrew Lodge (AL)  Caroline Millar (CM)  Diana Muallem (DM) |

**In attendance**

Steve Cleary (SC) (Clerk)

Nicolette Hartell (NH) (Associate Member)

Liz Garbrah (LG) (Assistant Headteacher)

Lisa Tidey (LT)

**The features of effective governance from the competency framework: -**

*Strategic Leadership, Accountability, People, Structures, Compliance, Evaluation.*

**PART 1**

| **Item** | **Topic/purpose** | **Action/by whom** |
| --- | --- | --- |
| **1** | **GOVERNANCE**  The meeting began at 7pm and was deemed to be quorate.  Apologies were received (and consented to from) David Gold (DG), Sarah Luke (SLu) and Vicky Williams (VW). Governors noted the absence of Edna Dwomoh (ED) (Associate Member), and Lila Kanner (LK) (Associate Member). The Headteacher agreed to check the governor’s list held by the school to ensure that it was up to date.  In accordance with the Education (School Government) Regulations, the Chair reminded Governors of the need to declare any interests for items on the agenda. There were no further declarations of interest from governors on any items on the agenda.  Governors **RESOLVED** to confirm the minutes of the governing board meeting held on 29th April 2020 as a true and accurate record with no amendments.  Governors were appraised of completed and open actions which were noted.  There were no reports of the exercise of delegated authority, correspondence to the Chair or Chair’s Action since the last meeting.  Governors noted that DM had recently visited the school.  The Chair reported that discussions had been ongoing with SFET and the RSC. Progress had been made until the MAT examined finances and expressed concern over the deficit. Discussions are ongoing with the MAT and ESFA to resolve issues which are centred upon pupil numbers and funding mechanisms. Given the desire of the ESFA for Mosaic to join the MAT, as well as the school’s assent to this, options are being considered. Work has been undertaken in the school to prepare a range of scenarios so that a deficit does not appear and SFET can audit this and be assured. A written reply is awaited from the ESFA and contact has been ongoing with the RSC. The latest information available from SFET is that they are looking forward to the school working with them and joining, but that they need it in writing that funding is not going to result in the inheritance of the deficit. It is currently unlikely that the school will join the MAT in September, although this is possible to join at some date thereafter. The issue of having a MJPS representative on the board has been resolved by the Headteacher being invited to all meetings to give input and be the voice of the school, although voting rights would not necessarily be accorded. An update will be provided back to the school and other board members are able to be at the meetings. Parents and the wider school community will be updated on progress towards the MAT in due course.  In response to a governor question (**Q**) regarding the reinstatement of the Headteacher’s report as a feature of governing body meetings, the Headteacher commented that a short report will be published at the end of the summer term for perusal of the summer holidays. This report would then be discussed at the September governors meeting.  Governors **RESOLVED** to appoint JIH as an associate member for an initial two-year period from 1 September with a special focus on Jewish learning and maintaining, sustaining and developing the Jewish ethos of the school. |  |
| **2** | **UPDATE ON COVID-19**  Governors received a verbal report from the Headteacher and noted the following key areas:  **School Update**  The school has been physically closed since March, although in fact governors who made the decision to close the school prior to the government announcement as a result of a number of suspected cases of Covid in the school, where a significant number of parents were shielding and children were being sent home daily with temperatures.  At the point of lockdown, the school had organised home learning for teachers that had all the training in Teams and SharePoint. Whilst the number of parents indicated that they wanted live teaching, a survey indicated that a number of parents stated that they did not want this to be prescriptive as they had other aspects of life to manage. The engagement of all the children’s positive and those children who were not engaging be monitored by class teachers and referred back to the school. These children would be contacted and, in some cases, invited to become part of a vulnerable families group. Most classes have now returned and bubbles have been set up the waiting list as appropriate since the beginning of June.  There has been positive intake for parents in terms of sending children back, even though it is for two or three days a week, particularly since children were missing the social aspect of interacting with each other. Regular contact with families is in place and the school is picking up on issues which present themselves as they occur. The current priorities are on mental health and well-being, child happiness, focus, and engagement. Teachers are being creative in their approach.  Provision is being made for children at home through videos commissioned by the government, as well as BBC bite-size. Links have been placed on the MJPS website to White Rose maths, BBC Bitesize and the National Academy, which contains home learning videos commissioned by the government. Parents who want to continue teaching their children at home are able to follow lessons from these and teachers are setting activities that the children do when they’re at home, although it is recognised that online learning is difficult and presents its own challenges for the teachers, children and families involved.  **September return**  Ofsted will not be undertaking inspections, although they will be doing visits which could lead to inspection if they observe something that they’re not happy with. All schools that are due to have an inspection will most likely have a visit to ensure that they are ready for September and are aligned to the guidance which has been released.  PPA sessions have been arranged in art, music and Hebrew. PE has reverted back to class teachers as a result of the cessation of sports funding. An action plan is to be compiled to ensure that everything is ready for September and discussions are ongoing as to whether reception could be one bubble rather than two individual bubbles.  Provision is being made for ELSA through a member of staff being released in the afternoons as well as a learning support assistant, who is also a qualified therapist, who has been doing remote sessions with children whilst the lockdown has been happening.  From September, the school is looking to continue its family style lunch, but children will only be able to be near groups or classes as opposed to be mixed in different groups.  63 pupils are currently expected to arrive in September. This figure includes a large number of children who are coming from other local authorities as well as abroad. If children arrive as expected, the reception will be on track with numbers, if not slightly above.  Collective worship is to be reconfigured to undertaken via Teams with Shabbat and Havdalah being done by one class and streaming this to the rest of the school.  DM reported on a governor visit which had been undertaken to view the site. The attention to detail in the school had been noted in terms of separate entrances for staff and children, the reconfiguration of classrooms, changes to library routines and revised arrangements for cleaning and hygiene. DM continued by stating that the school felt safe in the current situation and staff were thanked for their hard work.  **Website**  LG updated governors on changes to the website and it was noted that every child can access home learning for their specific year group from the site – see https://www.mjps.org.uk/home-learning. A range of materials such as videos, PowerPoints, activities and links are available, as well as a parent’s page. Governors were given a guided tour of Seesaw, the online platform that the children have been using where materials and activities are available and pupil feedback can be given. The school has created a reception induction page with a welcome video and PowerPoint welcoming the children with pictures of their classroom and key members of staff that will be with them. Meet the teacher pages have been created for children as they move up the school. It is intended to place a video welcome from the Headteacher as well as virtual tour of the school on the website.  The school is intending to place future homework on seesaw so that all children’s work is incorporated into one site.  Governors **RESOLVED** to record their thanks to Ms Garbrah and staff for their relentless efforts on the website.  The following questions were raised:   * *How are children who don’t have space for homeschool learning continuing? How are teachers balancing, keeping the homeschool support with the fact that they're actually teaching in school at the same time?* The view taken by the government was that as soon as year one, reception and year six have been brought back to school, the teachers were not required to do any home learning. MJPS chose to keep the home learning going and teachers were kept working on their year group from home. From 1 July, parents were given the option to come back to school and home learning was discontinued. No children have been deprived of an education and it has been a matter of parental choice to keep their child at home. Space has been made available in the key worker bubble as appropriate. Bubbles have been locked, so that for the last few weeks of term, parents have a clear guide of what school is doing; * *What is the position with access, are we reaching all families?* Most families have been reached, although the most common issue found is that a number of families do not have an electronic device. This has been rectified by the school; * *What has been the position of SEND monitoring throughout lockdown*? In terms of children’s assessments, contact with the children has been limited. The school has been relying upon parental contributions for information and work has been ongoing with local authorities for annual reviews and EHCP updates. One of the things that the school will be implementing from September is a new programme called provision map, which is a digital online platform where teachers can create support plans within minutes, and email those to parents within minutes. This will enable a more effective response to be put in place to parents and communications to be improved. * *Will students be able to access seesaw during the holidays?* Families will still be able to access it, although work is currently underway to transfer everything over to the next year group to get children ready. The school has only just implemented the proper schools’ version of seesaw, as it was formerly on the free version. It is most likely that seesaw will not be used from August, although up until the end of July it can be kept active in order to enable the handover. Children will have to be issued with a new code for the following year; * *Will parents be given the email addresses of the next years teachers, so that if they have any concerns about the children over the holidays, they can email them?* It would make sense to go back to the existing class teacher as all issues which have come up during lockdown have been included as part of the handover. Most teachers have arranged a meeting with parents and the new class teacher. From September, it is intended to keep procedures that have been developed during the lockdown period in terms of contact; * *Will governors have access to seesaw?* Future access will be given to governors who are on the CFC committee to enable them to have a look at the work that is going on. Future meetings of the committee will include an in-depth look at provision. * *What is the position with Breakfast Club and after school club from September?* The current government guidance states that you can do Breakfast Club, but drop offs and collection times should also be altered. Breakfast Club will be reinstated in September, and there will be a social distancing aspect in it. Food will be served in one room and then the children will move to another area in the school with another member of staff. The same arrangements have been made for after school care, although no provision is currently being planned as no providers wish to commit at this stage. A member of staff may be interested in running after school provision and discussions are ongoing in respect of this. Catch up sessions also planned following a baseline assessment to give more input or more specialised teaching. The sessions will be delivered by class teachers since ultimately they are accountable for that child’s progress.   Governors **RESOLVED** to record “an enthusiastic vote of thanks to all the staff and particularly the senior leadership team for an incalculable amount of extra work in delivering an education for the children, often from the most vulnerable families.” The Headteacher added that particular thanks ought to be recorded for Site Manager and Senior Security Guard who have been pivotal to the success of everything that's happened on site and been passionate about their commitment, swiftly responding and going the extra mile to assist the school. |  |
| **3** | **RESOURCES**  **Budget Update**  Budget discussions have been predicated on the need of the school to bring in new teachers for extra classes as well as deal with issues around the deficit.  According to the ESFA, once the school has a year six, it is treated as an established school and therefore no longer in need of predicted funding. However, for MJPS, it won’t be a full school until the current Y2 class have left the school, because of the impact of being on single form entry. Until they have left, the school will always be retrospectively funding an extra class.  Currently, the school has a potential to run out of money around February / March 2021, although once the school gets its funding based on the October census, it will have the right number of children based upon around 254 pupils as against the 236 which the school is being funded on from September. The ESFA is proposing to ensure that the difference of around 18 to 20 children will be paid in March 2021, so that from an accounting point of view, the deficit is no longer a deficit. In essence, if the October census matches the predicted numbers that we had sent to them last year, then they will be they will adjust our funding as necessary.  The Chair reported that the monitoring report for May indicated a forecast surplus of £58,000, the cash position at the end of June is sound and the school is on course to repay all the amounts owed to the ESFA by the end of the year, thus increasing the overall cash balance. The school is negotiating an extension of the repayment period for the loan with the ESFA in order to enable a more favourable cash flow. A pupil number adjustment has been confirmed of £67,000 next year which equates the difference between the 236 and 250 projected and funded pupil numbers. This will be paid in March if the ESFA approves the funding package for the school.  The CIF bid for work to be carried out on the roof was not successful and of the application is to made next year. The school is to claim some potential Covid related costs.  Governors noted that the fundraising plan compiled by AL is to be utilised by the school and a small group is to be established to promote fundraising.  Further information on government funding for Covid is available at <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>.  The following governor question was asked:   * *Is the school predicting just 50 pupils coming in per year on the budget or is it planned to raise it going forward?* For the ESFA, the school is erring on the side of caution and predicting 50 pupils. It is most likely that this figure will be achieved, but it is better to air on the side of caution just to make sure that the school doesn’t have a clawback. In the past, the school was overestimated and has suffered over the past five or six years as a result, since the ESFA has observed the school consistently getting its estimates wrong. If anything, a positive adjustment is more likely, although numbers can actually be made to work with 50 pupils.   **Staffing**  Governors were appraised of the staffing list for classroom teachers in 2020/21 which will also be placed on the website. The rationale for staffing allocations was outlined and governors noted that there would be at least one member of staff across the group as well as a number of HLTAs who could cover classes and run interventions.  The potential appointment of an agency member of staff to cover maternity leave within the finance team was noted. |  |
| **4** | **SAFEGUARDING AND INCLUSION**  Aspects of work undertaken by the school on safeguarding and inclusion have been included in the update on Covid (item 2). Governors noted that an update has been published in regard to Keeping Children Safe in Education at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> which has focused on keeping children safe with online technology. The importance of governor familiarisation with the guidance and expectations of schools was stressed. The Headteacher reported that issues have arisen in recent months with children not having an outlet, as well as a significant rise in the number of disclosures at the NSPCC and ChildLine, particularly from pupils who were not concerns before lockdown. Referrals have been made as appropriate to the local authority and action is being taken by them.  In response to a governor question (**Q**) regarding the significant increase in disclosures and their origin, the Headteacher commented that a higher level of disclosures than normal is expected in September, although this may then level out again to the underlying level recorded on CPOMS.  A governor raised a concern that whilst the school platforms are safe, other media might be avenues for less desirable behaviour. The Headteacher replied that the need for the school to raise awareness with parents and children is being tackled, particularly in relation to WhatsApp and Facebook. Parent workshops are planned on online safety. |  |
| **5** | **REPORT BACK FROM COMMITTEES**  **Children Families and Community Committee**  NH reported that the minutes of this committee are available on SharePoint. Recent meetings had focused on pupils and staff well-being, transitions from year 6 to secondary school and establishment of a new diversity working group arising from the Black Lives Matter issue. Data for reception admissions in 2020 has been examined and AL has joined the committee.  **Curriculum and Achievement committee**.  JIH reported that the committee is to examine plans for return as well as future developments. LD is to join the committee and JD is to become Chair. |  |
| **6** | **CLOSING BUSINESS**  The Chair concluded the meeting by thanking governors for the pleasure of working with them over the past 10 years. SL spoke on the instrumental part played by DK in the early history of the school, a special relationship with school and governors and the extent of skill and integrity exhibited in promoting a Jewish ethos at the heart of the school’s vision. JIH continued by recounting how the Chair’s personal commitment and constant support enabled a Jewish educational presence in South London. The Headteacher issued an invitation to the outgoing Chair to plant a time capsule as part of Rosh Hashanah.  Dates for future meetings are currently being set by the school to align with SFET meetings as well as the school cycle. These will be sent by the Headteacher in due course. |  |

There being no other business, the meeting closed at 8.44 pm.

**SUMMARY OF ACTIONS**

Outstanding Action points arising from Full Governing Board meetings 2018/19

Governors noted that all actions had been completed.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair of Governors

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_