



Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Wednesday 27th June 2018

PRESENT

Jo Dallal JD
Nicolette Hartell NH
Judith Ish- Horowicz JIH
David Kane DMK
David Kelin DK (Chair)
Caroline Millar CM
Vicky Williams (Vice-chair)
Judy Thwaites JT

In attendance

Leah Evans LE (English Lead Teacher, Senior Leader)
Lisa Tidey LT (Admin Officer)
Diana Muellen DM (as an observer with a view to joining the Governing Board)
Steve Cleary SC (as an observer -Clerk from September 2018)
Anne Ferrier (Clerk)

PART 1

Item	Topic/purpose	Action/by whom
1	APOLOGIES FOR ABSENCE Apologies were received and agreed from Naomi Reiniger, Shirley Lee, Carina Fernandes and Nerrissa Bear. Governors wished Nerrissa a speedy recovery.	
2	DECLARATION OF INTEREST No item on the agenda required a declaration of interest.	
3	CONSTITUTION OF THE GOVERNING BOARD AND REPLACEMENT OF GOVERNORS It was confirmed that Judy Thwaites and Naomi Reiniger would be leaving the Governing Board at the end of the academic year. Governors thanked Judy and Naomi in her absence for their hard work and their contribution to the Board since the school began. A proper thanks and goodbye would be given at the Governors' Tea Party on the 17 th July 2018. It was also confirmed that Anne Ferrier would be standing down as Clerk at the end of the academic year. Governors thanked Anne for her support as clerk, also since the school began.	

	<p>Steve Cleary was introduced as the new clerk from September 2018. It was agreed to set him up with the MJPS email address as clerk@mjps.org.uk, which would avoid the need for changing in the future. Diana Muellen was introduced as a prospective new governor. She gave a quick resume of her experience, including her involvement with a Multi Academy Trust,(MAT) which would be of great value to MJPS.</p>	<p>LT to set up email address</p> <p>DK and other directors to arrange appointment</p>
4	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes of the meeting held on 14th March 2018 were confirmed and signed by the Chair as a true and accurate record.</p>	<p>Signed minutes given to LE for filing with HT</p>
5	<p>MATTERS ARISING</p> <p>Item 3 Constitution of the Governing Board</p> <p>Q. Had any confirmation been received from Sue McKinney as to whether she wished to continue her appointment as an Associate Governor? Her term of office expired in March 2018. It was felt that she was a valuable asset to the Board but she had not been attending CFC committee meetings and there had been no response from her.</p> <p>A. DK reported that he had tried to contact her on both her personal and MJPS email addresses but to no avail. DK agreed to try to contact her by telephone.</p> <p>Concern was expressed about the lack of members of the CFC in particular.</p> <p>It was agreed that by September new committee membership would be sorted.</p> <p>Q. Was enough being done to recruit governors from the wider Jewish community?</p> <p>A. DK reported that he had a database of interested parties and that hopefully appointments could be made. He also reported that a few parents had also expressed interest. (Clerk's note- parent governors would need to be elected by other parents at the school, by ballot if necessary. ie if there were more applicants than vacancies as agreed by the board for parent governors)</p> <p>Item 13 MATS</p> <p>Q. Had any further research been carried out?</p> <p>A. DK explained that he had attended a meeting of Jewish schools and had seen some potential models which he hoped to be able to discuss with NB and DM, once she had been confirmed as a governor. However the push from the EFA to join a MAT had been greatly reduced and MJPS would rather choose which way to go rather than be pushed.</p> <p>Q. Had the possibility of sharing with Apples and Honey Nightingale been investigated?</p> <p>A. It was felt that Apples and Honey Nightingale would be too small.</p>	<p>DK to call SMcK</p> <p>DK NB and DM to look at MAT models</p>
6	<p>UPDATE ON CURRENT STAFFING SITUATION</p> <p>Headteacher Appointment</p> <p>VW outlined the process which had led to Nerrissa Bear being appointed as the Headteacher for MJPS. She explained that the interview panel had been DK, VW, DMK and the SIP Marie Harvey and that Nerrissa had led an outstanding SLT meeting, had given an outstanding presentation and had an outstanding competency interview. Governors expressed their delight at her appointment.</p>	

	<p>SBM Update</p> <p>It was confirmed that the previous SBM would not be returning to the school.</p> <p>VW and NB had met to itemise the tasks expected of an SBM, and DK and NB had worked to break down the tasks between financial and other tasks. Lisa Tidey, currently Admin Officer is doing many of the tasks and the financial aspects are being handled by Strictly Education. The budget has had to take priority as the EFA require accurate and timely figures to allow the school to be funded.</p> <p>Thanks were expressed to the hard work and support given by Lisa to NB and the school in these difficult circumstances.</p> <p>Q What is the time scale for a permanent solution?</p> <p>A. LT explained that the final situation is nearly complete and that NB would report on what would be happening when she returns. VW explained that the Finance/Office restructuring formed part of Nerrissa outstanding presentation and perhaps she could be asked to make her presentation to the Board at the next meeting.</p> <p>Governors added their appreciation and thanks to Lisa.</p>	
7	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher's report for the Summer Term 2018 was received. In the absence of the Headteacher governors were requested to ask what questions they had and Leah and Lisa would attempt to answer them or take them back to NB to consider when she is fully recovered.</p> <p>Page 8 Appointment of SENDco</p> <p>Parent governors reported that the appointment of Mr Griffiths had been very well received and that the pupils have reacted very favourably.</p> <p>Q. Throughout the report there is mention of SEND children not making expected progress, what strategies are in place help these pupils?</p> <p>A. There is an individual plan for each child and interventions are in place to help. Currently there is specialist Maths intervention and the figures show that this is having a positive impact on achievement. The plan from September is to add a specialist English intervention in the hope that this will have the same positive impact.</p> <p>SDP</p> <p>Q. The 5 year SDP has come to an end. Will there now be a new 1 year SDP?</p> <p>A. There will be a 1, 3 and 5 year SDP, which will be updated regularly.</p> <p>DK reported that he and NB had been discussing the strategic direction of the school and how it will feed into the SDP.</p> <p>It was suggested that a separate meeting should be held to discuss how the Jewishness of the school will continue to be embedded in the plan. DK agreed to suggest some dates for the meeting.</p> <p>Page 21 Attendance</p> <p>Q. It was noted that only one class achieved the desired target for attendance. Is attendance affected by those pupils who are not in school for religious holidays?</p> <p>A. Yes, absence on religious holidays does affect the attendance percentages.</p> <p>Governors agreed that since MJPS is an all inclusive school it would be very difficult to deny other belief's religious holidays. The concern would be that parents and school were doing enough to help the pupils to keep up with their school work.</p> <p>If governors had any more queries it was agreed that they would direct them by email to Nerrissa on her return.</p>	DK to arrange meeting

	<p>The following policies which had been agreed in committees were received</p> <p>Charging and Remissions (attached)</p> <p>Staff Sickness Procedures (attached)</p> <p>Pay and Remuneration Policy (attached)</p> <p>Appraisal Policy (attached)</p> <p>EAL policy (attached)</p> <p>Complaints Policy (attached)</p> <p>Uniform Proposal – LT explained that the change in uniform for years 5 and 6 had been pupil led and it was felt that it would give the older children a greater sense of identity and responsibility.</p> <p>Governors agreed to the change of uniform policy for the new years 5 and 6.</p>	
8	<p>ADMISSIONS</p> <p>Proposals for changes to the Admissions Policy 20/21 were received in the form of Explanatory Notes; Model A 20/21 Admissions Policy, Model B 20/21 Admissions and Supplementary Information Form for Faith Places. DK explained that when the school was first set up the Admission Policy had been challenged through a Freedom of Information request and that it cost the school a lot of money to defend. Because the school was now in the position of being oversubscribed it had become necessary to review the Policy for the future.</p> <p>There was much discussion and the main concerns raised were:-</p> <ul style="list-style-type: none"> • Not enough information on Model C. • Was there a danger that with all the criteria before faith places that the school could become less and less Jewish? <p>It was agreed that governors should re-read all the documents and send their concerns and queries by email to Shirley Lee and DK as soon as possible and definitely before the end of term. Governors expressed their gratitude and thanks to Shirley for all her efforts in researching the Admissions process.</p>	
9	<p>COMMITTEES</p> <p>a) Resources Committee</p> <p>The minutes of the meeting held on 16th May 2018 were received.</p> <p>Q. What is the current situation with developing the outside space?</p> <p>A. There is general frustration at the delays, but the security hut should be in place by September. The delay in development of the playground is down to the escalating costs.</p> <p>It was agreed that the parents and governors need to have a full update from NB on her return.</p> <p>It was suggested that parents could be asked to help with the digging out. School budget permitting the budget request of £3180 from the Marketing group was agreed.</p> <p>BUDGET 2018/2019</p> <p>DMK reported that the budget for 2018/2019 had not yet been completed. Discussion had been held with the EFA regarding adjustments in the funding required for changes in pupil numbers and confirmation of these changes are still outstanding from the EFA. DK and DMK have been working closely with Strictly Education to produce the budget, and a School Resources Manager Adviser has been offered to assist from September.</p>	

It was agreed to hold a budget ratification meeting at 4.30pm on the 17th July 2018. The details will have been sent out to governors before the meeting.

Q. Would the school bus/ taxis continue to run?

A. The school bus would continue both morning and evening but only for those where payment had been made in advance, to avoid the situation of parents taking advantage and using the bus without paying. There would be no taxis.

Governors thanked CM for her tireless work with Wandsworth and TFL regarding signage and safety precautions around the outside of the school.

b) Children Families and Community Committee

The minutes of the meeting held on 4th June 2018 were received.

JT expressed concern that with both she and Naomi leaving, the membership of the committee was depleted and that a new chair would be required. She referred to the membership as agreed in the Terms of Reference of the CFC.

It was agreed that the membership of the committee would be looked at in September. (Clerk's note: The terms of reference are always re-visited at the first meeting of the academic year and once the committee structure is set up, the committee would normally elect the Chair.)

Advocates The minutes of meeting held on 5th June 2018 were received JT reported that she had been in discussion with NB on how to get more advocates involved with the school. The focus should be on what school can do for the Jewish community rather than what the advocates can do for the school.

A suggestion of using the school to host a Youth Club had been made and NR had agreed that if it went ahead she would be happy to lead on it even after she has left the governing board.

Governors agreed that it would be a good idea.

Marketing Group

The Marketing Group update was received.

Governors recorded their appreciation and thanks to the Marketing Group for all their very successful efforts in raising the profile of the school.

c) Curriculum and Achievement Committee

The minutes of the meeting held on 22nd May 2018 were received.

d) Chair's meeting

No Chair's meeting had taken place this term.

Q. Will they continue to be held?

A. They will be continued from September 2018.

10	GOVERNOR VISITS The following reports were received <ul style="list-style-type: none"> • Jewish learning – Practise Sedar –Year 2 curriculum • Phonics - JD • Jewish learning – Curriculum planning for years 5 and 6 Clerk asked if all governors could let her have any visit reports for circulation.	
11	GOVERNOR TRAINING Receipt of Wandsworth's Training Programme was confirmed. It was reported that the PaJeS training was very good, but that the venue would be moving to Hendon which would make travel arrangements difficult for most people. Clerk asked if all governors could let her have any training feedback forms for circulation.	
12	DIRECTORS REPORT Receipt of the Summer Term Director's Report and list of items of particular interest was confirmed.	
13	DATES OF NEXT MEETINGS and AGENDA ITEMS FOR NEXT MEETING The date for the budget meeting was confirmed as 4.30pm on 17 th July 2018. The dates for the next academic year would be confirmed after consultation with NB on her return. Items for September agenda Admissions- Invite Adam Wells, Admissions Officer from Wandsworth to attend.	
14	There were no Part II items and the meeting ended at 9pm.	
Chair:-		Date:-