

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

PRESENT

David Kelin (DK) (Chair)
Nerissa Bear (NB) (Headteacher)
Jo Dallal (JD)
David Gold (DG),
Judith Ish-Horowicz (JIH)

Shirley Lee (SL)
Sarah Luke (SLu) (via link)
Caroline Millar (CM)
Diana Muallem (DM)

In attendance

Steve Cleary (SC) (Clerk)
Lila Kanner (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	<p>GOVERNANCE</p> <p>The meeting began at 7pm and was deemed to be quorate.</p> <p>Apologies were received (and consented to from) Nicolette Hartell (NH), Vicky Williams (VW) and Edna Dwomoh (ED) (Associate Member)</p> <p>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.</p> <p>Governors RESOLVED to confirm the minutes of the governing board meeting held on 26th September 2019 and extraordinary meeting of 11 December 2019 as a true and accurate record with no amendments.</p> <p>Governors were appraised of completed and open actions which were noted.</p> <p>There were no reports of the exercise of delegated authority, correspondence to the Chair or Chair's Action since the last meeting.</p>	

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	<p>Governors noted the need to lodge reports of governor visits with the school and agreed that it would be beneficial to not only record school visits but also to co-ordinate them if possible, through the use of a Governor's Day. LG circulated a visit schedule and governors requested the school to provide further information on the type of meeting that would benefit from governor attendance.</p> <p>The Chair reported that subsequent to the extraordinary meeting on 11 December, the ESFA had expressed its approval. A contact has been assigned by the Regional Schools Commissioner and the Headteacher's Forum is to discuss the proposal at the end of January. SFET has been informed of the agreed decision and consultation is to be undertaken with a parent's meeting to be held on 16 January. DM, SL and NB met as a sub-committee to put together a slide presentation (copy on file) for the consultation process and governors offered comments which were incorporated into the final version. Governors commented that there is a need to embed stability as well as focus on what would be of value to children and build upon the best in educational and resource terms. The following questions were asked:</p> <ul style="list-style-type: none"> • <i>What is meant by consultation?</i> There is a need to consult with parents, although the board is not constrained to accept the views expressed. The school is not committed at this point and is at the beginning of a journey. Consultation is about asking for views and taking these into account as part of a strategic decision; • <i>Should someone from SFET be at the parents evening?</i> No, their involvement should come later. <p>Further legal steps are to be undertaken and it is envisaged that MJPS will join the MAT from September 2020, once issues around ownership of property, governance and a new funding agreement have been resolved.</p> <p>NB reported that two nominations had been received for the position of a parent governor and a ballot is to be held. NH further reported that she is to step down as a parent governor and it was RESOLVED to appoint her as an Associate member. It was further RESOLVED to appoint Laurence Dare as a co-opted governor, given his finance and education experience.</p> <p>Governors RESOLVED to appoint DM as Chair from September 2020 and thanked DK for his contribution to the life of the school.</p> <p>JIH reported that she is to step down as Chair of the Curriculum and Standards committee. It was RESOLVED to appoint JD as the new committee chair and to seek a co-chair arrangement for the committee.</p>	

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	<p>The school is currently working on the policy schedule. GDPR is currently in order and there are no issues to report in respect of data security.</p> <p>Governors RESOLVED to approve policies on debt recovery and after school clubs.</p>	
2	<p>QUALITY OF EDUCATION</p> <p>Headteacher's report</p> <p>Governors received a copy of the Headteacher's report (on file) and noted the following key areas:</p> <ul style="list-style-type: none"> • Liz Garbrah the new assistant headteacher for teaching, learning and curriculum has started full time and has settled well into her new role; • The school has inducted two full time NQT's, an additional part time NQT and an apprentice teaching assistant. • The school roll currently stands at 236 (110 boys, 126 girls). This year our numbers in Reception have been below predictions, whilst children joining across the rest of the school is increasing. • The school has 20 children out of year group, because families have been offered the opportunity of deferring years or repeating. This usually arises if a child has developmental issues and there have been delays in implementing SEND support. The school recognises the need to be careful regarding accepting deferred entries as well as assess every case carefully to determine if it is the correct approach to take; • 70 children are on the SEND register and 10 children are currently going through or have received an EHCP, although there have been issues encountered with the quality of information coming from nurseries. The level of EHCPs in the school is the highest in the local authority at a time when the school is not even half way to its growth capacity. Discussions are being held in relation to succession planning to allow for 2 SENCOs instead of 1. The current SENCO is able to support children, but does not have a full time teaching commitment. • 36 per cent of children are EAL. 16% of children of pupils are eligible for a free school meal. It is worth noting that more FSM pupils are girls. This goes against the national trend. The apprentice TA is to target this area of provision. • Since June 2019, the school has had 56 arrivals and 29 leavers across the school. Most children leave to other schools which are nearer to home or have after school care provision. The school has advertised for after school care staff, although 	

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	<p>without success. Further efforts are being made to recruit, since wrap around care is crucial to retaining children.</p> <ul style="list-style-type: none"> 17 per cent of the children identify as having Jewish faith, equal numbers the rest have either another or no faith. The school expressed the view that a number of children don't identify as Jewish despite coming from Jewish nurseries. A further analysis of faith places is planned in due course. The following documents have been reviewed and updated: staff handbook, behaviour expectations and strategies as well as the staff appraisal policy. In addition, time has been dedicated to reminding staff of core values and strengthening staff ethos; Staff absence is a current problem with 55 requests for leave of absence over the last term against a total in 2018/19 of 94. The school is looking to tighten up on instances of special leave. <p>The following questions were raised:</p> <ul style="list-style-type: none"> <i>If there is more PP funding, do we need to give more of an explanation as to how it is spent?</i> Yes. PP funding has risen from £ 27, 305 to £ 40, 920 over the course of the last year and an updated spending plan was placed on the school website in December 2019. In addition, a sport's premium spending plan will be on the website by 20th January 2020; <i>Why is sports premium spending down?</i> Because of changes in government policy. The school is looking to develop links with local sports club to make expenditure more effective; <i>Has the school contacted the universities regarding staff?</i> Yes, both Roehampton and Kingston as well as the local authority website. <p>Governors were appraised of outcomes for 2018/19 and noted the following key points:</p> <ul style="list-style-type: none"> In KS1, although the proportion of children working at expected levels is lower than local authority or national levels, the proportion working at greater depth is higher; Phonics results are significantly higher than local or national levels and is the highest ever in the school; EYFS has a higher level of GLD than local or national comparators and is experiencing a positive trend; Concerns centre on Y1 and Y5. In Y1, a significant number of children are performing at less than expected levels, behaviour and transition from reception has been problematical without full time TA support and whilst progress has been made, a number of children have unstable home lives. In Y5, all children are working at 	

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	<p>expected or below, the majority of those working below ARE are boys. Whilst children in Y5 are making accelerated progress in all subjects, particularly in maths, the majority of children making less than expected progress have medical needs. An HLTA is being sought to support Y5 and Y6 with learning needs;</p> <ul style="list-style-type: none"> Y6 predictions have been based on the fact that the current cohort is the first Y6 group and new children have joined the school. 	
3	<p>RESOURCES</p> <p>DG reported that the resources committee had met on 7 November (minutes on file) and that the school's cash flow is improving and reserves are being built up. A cash flow projection is in place and it is expected that the ESFA loan will be repaid by the end of the year following a desired reprofiling. The school is projecting a £70,000 surplus for the year, the planned 2020/21 budget and financial strategy are being shared with SFET and relationships with both ESFA and SFET are positive. In response to governor question (Q) on the status of voluntary contributions, NB replied that whilst there was still a low participation level, there is a need for the school to enable a diversity of ways in which parents could donate as well as co-ordinate appeals.</p>	
4	<p>MARKETING</p> <p>The Children and Families committee recently discussed the low number of parents attending open mornings and the extent to which local demographics and low pupil numbers in the area are impacting the school. SL, DM and NB are to meet to discuss expectations around school promotion and how strategies can be developed in response, particularly given the need to keep the school at two form entry.</p>	
5	<p>SAFEGUARDING</p> <p>CP concern forms show that all staff remain vigilant in registering and monitoring concerns for the welfare of children. All staff have signed the disbarring by association form and have completed Safeguarding training. A new digital system for recording safe guarding incidents called CPOMS has been introduced. There is a need to increase CCTV provision in the school at defined points. SL reported that she had examined the single central register and highlighted some minor gaps which are being followed up by the school.</p>	

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6	<p>BEHAVIOUR AND PERSONAL DEVELOPMENT</p> <p>Behaviour continues to be good or better. The school's external consultant deemed behaviour to be outstanding, however staff are constantly evaluating practice to ensure consistency across the school. Since September all behaviour incidents are being tracked electronically so that behaviour can be monitored and children can be supportive, although there has been an increase in physical incidents mainly within Key stage 1. This is being addressed through social skills groups which started in December.</p> <p>The school is close to targets on attendance, but punctuality is poor in certain areas, because of flexible schooling arrangements. 4 students have less than 86% attendance, although this is an improvement on last year when 8 were reported with less than 85% attendance since September 2018. The school's Educational Welfare officer reviews attendance weekly and sends letters out to parents. Fines have been issued to those parents who have not followed procedures and have taken children out of school without permission.</p>	
7	<p>ANY OTHER BUSINESS</p> <p>Governors considered an admissions policy (as circulated) and noted the need to review it as part of the MAT proposal. It was RESOLVED to approve the policy with a number of minor amendments (on file at the school).</p>	
8	<p>DATES OF NEXT MEETINGS and AGENDA ITEMS FOR NEXT MEETING (all meetings at 6.30pm unless otherwise stated)</p> <p>Budget meeting - tbc</p> <p>Chairs Meeting 30th January, 14th May</p> <p>Children, Families and Communities (CFC) (1.15pm –3.15pm) 12th March, 11th June</p> <p>Curriculum and Achievement committee Data (CAC) 17th March, 23rd June</p> <p>Full Governing Board Meeting (7pm – 9pm) 29th April, 7th July</p> <p>HR meeting (staffing and reviews) tbc</p>	

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	Marketing Meeting (9.30am)	
	Resources Committee (RES) (6.30pm – 8.30pm) 6 th February, 4 th June	

There being no other business, the meeting closed at 9.30 pm.

SUMMARY OF ACTIONS

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

No:	Action	By	When	Status	Note
Governing Board – 9th January 2019					
1	Chair, Headteacher and Clerk to update details on Companies House, the Charity Commission and Edubase accordingly.	DK, NB, SC	Feb 2019	In Progress	Issue has occurred in relation to passworded access to the DFE. Need to update details on website as a matter of urgency
10	Chair to obtain further details from Israel Bonds on sponsorship.	DK	Feb 2019	In Progress	
Governing Board – 2nd May 2019					
1.	Member of staff to update the website - Head to delegate	NB	May 2019	Open	In Progress
4.	Chair to contact Israel Bonds to visit the school	DG	May 2019	Open	
Governing Board – 10th July 2019					
4.	Check how school costs and income are built up against after school costs	DK	-	In progress	

Signed: _____
Chair of Governors

Print Name: _____

Date: _____