

Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Wednesday 14<sup>th</sup> March 2018

## PRESENT

Nerrissa Bear NB (Acting Headteacher)  
 Nicolette Hartell NH  
 Judith Ish- Horowicz JIH  
 David Kane DMK  
 David Kelin DK (Chair)  
 Shirley Lee SL  
 Caroline Millar CM  
 Naomi Reiniger NR  
 Vicky Williams (Vice-chair)  
 Judy Thwaites JT

## In attendance

Connor Guntrip (for item 8 only)  
 Rachel Harrison RH (Acting Assistant Headteacher)  
 Anne Ferrier (Clerk)

## PART 1

Item	Topic/purpose	Action/by whom
1	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Carina Fernandes and Jo Dallal.	
2	<b>HEADTEACHER RECRUITMENT UPDATE</b> This item was moved for discussion to Part II of the agenda	
3	<p><b>CONSTITUTION OF THE GOVERNING BODY</b>            The end of term of office of Sue McKinney on 14<sup>th</sup> March 2018 as an Associate Governor was noted. It was agreed that there was still a role for SMcK if she wished to stand for another 2 year term and DK agreed to contact her on her personal email address as there seemed to be some difficulty in her accessing the MJPS address.</p> <p>Governors agreed to the appointment of Judy Schiff as an Associate Governor for a 2 year term. She had already attended a CFC meeting and all agreed that her input would be greatly appreciated by the Governing Board. It was agreed that she would continue as a member of the CFC. Clerk agreed to contact her with the necessary documentation for her appointment.</p> <p>DK and DMK reported that they had attended the Prospective Governors evening organised by Wandsworth, but had been disappointed at the interest shown for joining the Governing Board of MJPS.</p>	<p>DK to contact SMcK to invite her to continue as an Associate Governor</p> <p>Clerk to send necessary documentation to JS.</p>

	<p>However DK had produced a spreadsheet with details of people he had spoken to elsewhere who had shown an interest in helping the school in some way. He agreed to circulate the spreadsheet.</p> <p>NB confirmed that Paul Markham-James from Key Terrain had already been helping school with building related matters and that he had confirmed his willingness to join the Governing Board. DK agreed to add him to the spreadsheet.</p> <p><b>Q.</b> Were the people on the list all Jewish? And are we ensuring that we are aiming for a diverse governing board with consideration being given to the wider community?</p> <p><b>A.</b> 3 are Jewish and 1 not. NB confirmed that the School Council had designed a “governors wanted” leaflet which would be circulated in the neighbourhood of the school. It was also agreed that it would be resent to the Advocates Group.</p>	DK to add Paul to the prospective governors spreadsheet
<b>4</b>	<p><b>DECLARATION OF INTEREST</b></p> <p>No item on the agenda required a declaration of interest.</p>	
<b>5</b>	<p><b>CODE OF CONDUCT</b></p> <p>It was confirmed that all had signed the Code of Conduct.</p>	
<b>6</b>	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>The minutes of the meeting held on 15<sup>th</sup> November 2017 were confirmed as a true and accurate record and were signed by the Chair and given to NB for filing in school.</p>	
<b>7</b>	<p><b>MATTERS ARISING</b></p> <p><b>Item 6/10 Voluntary Contributions</b></p> <p>It was confirmed that these are now requested via Parentmail.</p> <p><b>Item 8 SDP</b></p> <p><b>Q</b> Why had the leadership team/governors meeting to discuss the SDP, scheduled for February 2018, not taken place?</p> <p><b>A.</b> It had been delayed as the appointment of a new Headteacher had not yet taken place and it was agreed that the meeting would happen as soon as an appointment had been made and the Senior Leadership Team was finally settled.</p>	
<b>8</b>	<p><b>MARKETING GROUP</b></p> <p>The minutes of the meeting held on the 12<sup>th</sup> January 2018 were received.</p> <p>Connor Guntrip was welcomed to the meeting to give an update on Marketing. She began by thanking everyone for everything they do for the school and particularly to NB for her involvement and support with the Marketing Group.</p> <p>She explained that the group’s goal had been to focus on increasing the number of parents coming to the school for Open days and from that hopefully, an increase in the number of children enrolling at the school. The group had concentrated on current parents and local residents as “word of mouth” is a key factor in attracting new parents. The following were some of the actions taken:</p> <ul style="list-style-type: none"> <li>• Leaflets were delivered to Community Areas, Coffee shops, etc.</li> <li>• All current pupils had flyers in their book bags to distribute around where they lived</li> </ul>	

	<ul style="list-style-type: none"> <li>• Nurseries were visited and invited to tea</li> <li>• Online searches ensured that MJPS was flagged in as many ways as can be searched for</li> <li>• The school website had been updated with new photos and quick links added</li> <li>• The school folder has been reprinted</li> </ul> <p>She reported that this had all been successful in increasing the numbers attending Open Days and NB confirmed that numbers for the September intake would appear to be very healthy.</p> <p>Connor outlined the next steps:</p> <ul style="list-style-type: none"> <li>• When offers are made for places especially to those for whom MJPS was not their first choice invite the parents to come to visit the school.</li> <li>• Push for more to attend the Spring Open Days as lots of schools don't offer this.</li> <li>• Reduce the number of Open Days from 8 to 4 in the hope that each one would look very busy with lots of interest being shown</li> <li>• Continue to remind people of Open Days and follow up any interest shown.</li> <li>• Target Estate and Relocation agents with leaflets.</li> <li>• Try to push the uniqueness of MJPS and how we are different from other schools.</li> <li>• Encourage famous people to visit the school to raise the profile.</li> </ul> <p>SL said that when Justine Greening MP visited the school she was greatly impressed that the vision of the original Steering Group had become such a wonderful reality.</p> <p>NB said that it would be a good idea for the children to write to famous people and ask them to come and visit their school.</p> <p>DK said that his vision for the school was that if, in 15 to 20 years time, the pupils who attended MJPS came across discrimination, the grounding in the Jewish ethos and the inclusiveness of all faiths and none whilst at MJPS would prevail.</p> <p>Governors expressed their thanks to Connor for her presentation and for all the hard work she and her team had put in to a very big job which had culminated in such success.</p> <p>NB added her thanks to Connor and the team for their support.</p>	
9	<p><b>HEADTEACHER'S REPORT</b></p> <p>The Headteacher's report for the Spring Term 2018 was received. NB reported that Marie Harvey the SIP had carried out a monitoring visit since her report had been written and that Marie had been very complimentary about the changes in the school since September. She particularly commented on the learning environments and the less stressful atmosphere since her last visit. She was also happy to note that her recommendations from her last report had been actioned.</p> <p>The following points arose:-</p> <p><b>Table 1: EYFSP 3 year trend data</b></p> <p>NB reported that the CAC had been looking in great depth at the data and explained that the published 2017 figure of 51% attaining a good level of attainment was incorrect, the figure should have been 72%.</p> <p><b>Q.</b> Why could the published figure not be changed?</p> <p><b>A.</b> Once the data has been sent, there is a time window for any errors</p>	

	<p>noticed to be corrected, but due to the sudden and prolonged illness of the acting Headteacher the data had not been checked before final publication. Strategies have been put in place to avoid this happening in the future.</p> <p><b>Year 2</b> The newly appointed teacher for year 2 has made a real impact on the class</p> <p><b>Q.</b> How has the positive outcome been measured? <b>A.</b> Senior Leadership drop in observations. The pupils are more focussed and have clear behaviour expectations and they are making strong academic progress since the last data collection.</p> <p><b>Year 3</b> The transition from KS1 to KS2 can be difficult and lessons have been learned for the next cohort, however attainment is on track and good progress is being targeted.</p> <p><b>Year 4</b> This year group is making good progress although no pupils are exceeding expected attainment. There were some concerns that perhaps MJPS assessment may be on the harsh side, but every effort is being made to moderate marking etc with other schools. Standardisation is very difficult since the removal of levels.</p> <p><b>Q.</b> What has been the impact of investing time in providing a TA maths specialist? <b>A.</b> Pupil progress has been significant with many children returning to mainstream classes after the intervention. The figures in the Headteacher's report are as at December and the hope is that the next report will confirm the progress. NH agreed to be the governor representative at pupil progress meetings.</p> <p><b>SEN</b> NB reported that interviews would be held shortly with 3 very good candidates for the post of SENCo.</p> <p><b>Q.</b> Would the post be full time? <b>A.</b> It would be 2 days per week. <b>Q.</b> Would the Maths specialism be part of the SENCo role? <b>A.</b> Maths would remain outside of the SENCo role and when RH begins her maternity leave another member of staff will take on that responsibility</p> <p>.</p> <p>NB also reported that it had been decided to change the timing of reports to parents. Instead of sending reports at the end of the year they would now be sent out at the start of the Easter break. This had been in response to parental comments if their child's report showed something that they wished they had known earlier in the year.</p> <p><b>Q.</b> Would there be a slip for the parents to return acknowledging receipt of the report? <b>A.</b> A letter and form for comments would be sent with the reports, via Parentmail.</p> <p>JT asked for the mezuzot fixing visit to be added to the Enrichment Activities list. Governors thanked NB for her clear and very informative report.</p>	
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10	<p><b>COMMITTEES</b></p> <p><b>a) Resources Committee</b> The draft minutes of the meeting held on 7<sup>th</sup> February 2018 were received. Those who had attended the meeting would be added before the next Resources meeting.</p> <p><b>b) Children Families and Community Committee</b> The minutes of the meeting held on 5<sup>th</sup> February 2018 were received. <b>Q.</b> Is punctuality really that good? <b>A.</b> All pupils are in by 9am and ready to learn from then</p> <p>DMK asked for “the funding has now come in for the school playground” to be corrected to “the planning permission has now been received for the school playground” <b>Q</b> How were parents informed about the menu changes at lunchtimes? <b>A</b> It should have been communicated via Parentmail NB agreed to check.</p> <p>Minutes of Advocates meeting held on 18<sup>th</sup> January 2018 were received. However these were inadvertently sent as they are the minutes from 2016.</p> <p>Minutes of Community Review Group held on 1<sup>st</sup> February 2018 were received.</p> <p><b>c) Curriculum and Achievement Committee</b> The minutes of the meeting held on 20<sup>th</sup> February 2018 were received. <b>Q.</b> What is Super Six Spell? <b>A.</b> It is the repetition for 1 week of the same six words. <b>Q.</b> Is this communicated to parents to help? <b>A.</b> Not at the moment as it is just being trialled in school.</p> <p>The date for the next Parents’ Forum was confirmed as 27<sup>th</sup> March 2018 at 9am.</p> <p><b>d) Chair’s meeting</b> The minutes of the meeting held on 30 January 2018 were received.</p>	<p>DMK to add attendees</p> <p>NB to check menu change had been sent out by Parentmail</p>
11	<p><b>ADMISSIONS</b> It was confirmed that the Admissions Policy for 2019/2020 had been updated (date changes only) and that it had been uploaded to the school website. It was agreed that the Admissions Policy for 2020/2021 should be an item on the September 2018 Governing Board meeting to consider whether some priority should be given to children of members of staff. Any change would need an 18 month period of consultation. <b>Q.</b> Would this be teacher’s children only? <b>A.</b> It would apply to all members of staff. <b>Q.</b> Would it apply to full time members of staff only? <b>A.</b> It would apply to both full and part time members of staff.</p> <p>It was agreed that the previous decision, when the school was first opened, not to prioritise children of governors would still stand.</p> <p>SL agreed to look at the wider issues regarding safeguarding the faith places when the school gets to the stage of being oversubscribed.</p>	<p>SL to look at wider issues surrounding admissions</p>

12	<b>NEW DATA PROTECTION REGULATIONS</b> NB confirmed that she and other staff had attended training on the new GDPR. It would mean quite a lot of extra work in school, particularly with Apps used on tablets to track children, but she is confident that all will be compliant with the new regulations.	
13	<b>MATS</b> DK reported that the pressure to join a MAT had somewhat receded but that he would continue to explore possibilities in discussion with NB. They would probably look at a consortium type venture with other schools, sharing resources and staff. <b>Q.</b> Could MJPS share with Apples and Honey Nightingale? <b>A.</b> That could be a possibility. DK/NB agreed to look into it.	DK and NB to investigate ways forward
14	<b>POLICIES</b> <b>Resources</b> <b>Pay Policy</b> DMK reported that Pay Policy review had been postponed till next meeting as they were awaiting the updated Wandsworth Policy. <b>Q.</b> Do we have a Health and Safety Policy? <b>A.</b> Paul Markham-James from Key Terrain is working on its production. <b>CFC</b> None <b>Admission Policy</b> This was covered in item 11 above.	
15	<b>GOVERNOR TRAINING AND MJPS REPRESENTATION IN THE WIDER COMMUNITY</b> The receipt of Wandsworth training opportunities was confirmed. <b>Training feedback forms</b> Training feedback forms had been received for <ul style="list-style-type: none"> <li>• PaJeS Mental Health and Wellbeing in Schools – DMK</li> <li>• PaJeS Gift Aid Update – DMK</li> </ul>	
16	<b>GOVERNORS' VISITS</b> Notes of visits since the last meeting were received for <ul style="list-style-type: none"> <li>• School Council – SL</li> <li>• Phonics – JD</li> <li>• Maths teaching and learning Year 4 – DK</li> <li>• Progress and Assessment – NH</li> <li>• Security during an outing – NH</li> </ul> <b>Q</b> When is the next monitoring week? <b>A</b> NB will let governors' know.	
17	<b>DIRECTORS REPORT</b> Receipt of the Spring Term Director's Report was confirmed. The Clerk's list of items of particular interest was received.	
18	<b>DATES OF NEXT MEETINGS and AGENDA ITEMS FOR NEXT MEETING</b> The dates of full governing body meetings for the rest of the academic year were agreed as follows:- Wednesday 27 <sup>th</sup> June 2018	

	<p>SL reported that the new clerk, from September 2018, would be joining the meeting on the 27<sup>th</sup> June 2018.</p> <p>It was agreed that a separate meeting would need to be held before the end of the academic year for governors to approve the 2018/2019 budget.</p> <p><b>Agenda Items for Next Meeting</b> Admissions Policy 2020/2021</p>	Date for budget meeting to be circulated
<b>19</b>	<p><b>PART II</b></p> <p>It was agreed that on this occasion RH could remain for the confidential Part II item</p>	
Chair:-		Date:-



**CONFIDENTIAL**



Dear Governor

The next meeting of the full Governing Board of Mosaic Jewish Primary School will be held at the school on Wednesday 14<sup>th</sup> March 2018 at 7.00pm prompt, and I hope you will be able to attend. Sandwiches will be available from 6.30pm.

To allow the meeting to progress efficiently can you please make sure that you have read the papers before the meeting.

If you are unable to attend can you please let either Shirley or me know before the day of the meeting so that your apologies can be recorded

Yours sincerely

Anne Ferrier  
Clerk to the Governing Board

**PART 2**  
**CONFIDENTIAL**

Item	Topic/purpose	Action/by whom
1	<b>MINUTES OF THE LAST MEETING</b> The minutes of the meeting held on 15 <sup>th</sup> November 2017 were agreed and signed by the Chair as a true and accurate record. Given to NB to file in school	
2	<b>MATTERS ARISING</b> NB reported that, following the hearing for the alleged gross misconduct, the member of staff had been dismissed. They had until the 21 <sup>st</sup> March to appeal. NB thanked the governors for their help and support at the hearing. Governors expressed their thanks and appreciation to NB for her handling of this very stressful situation. Should an appeal be made governors who had not been part of the first hearing would be contacted to form a panel.	
Chair:-		Date:-

There being no other business the meeting ended at 9.15pm