

Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Wednesday 10th July 2019 at 7pm

PRESENT

David Kelin (DK) (Chair)
Jo Dallal (JD)
Nicolette Hartell (NH)
Judith Ish-Horowicz (JIH)
David Kane (DMK)

Shirley Lee (SL)
Caroline Millar (CM)
Diana Muallem (DM)
Vicky Williams (VW)

In attendance

Steve Cleary (SC) (Clerk)
Lena Rosenberg (LR) (Consultant)
Liz Watt (LW) (Assistant Headteacher)

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> <ul style="list-style-type: none"> a) Apologies were received (and consented to from) Leah Evans (LE) (Acting Headteacher), Edna Maritz (EM) (Associate Member), Nerissa Bear (NB) (Headteacher), David Gold (DG), and Paul Markham-James (PMJ). b) 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 c) Governors RESOLVED to confirm the minutes of the governing board meeting held on 2nd May 2019 as a true and accurate record with no amendments d) Governors were appraised of completed and open actions which were noted. e) There were no reports of the exercise of delegated authority, correspondence to the Chair or Chair's Action since the last meeting. 	

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	<p>f) It was RESOLVED to appoint Leila Kanner as an Associate Member for a two-year period.</p> <p>The Clerk circulated advice on the distinction between members, directors, governors and trustees as of 8 July based on the Articles of Association and governance handbook, which those present RESOLVED to receive.</p> <p>Governors RESOLVED to update the Relationship and Sex Education policy to take account of new regulations and the ethos of the school. It was further RESOLVED that the school circulate current policies to committees for scrutiny.</p> <p>The Chair reported that the Regional School's Commissioner is seeking to encourage the school to join a MAT to ensure long term viability. Initial discussions had been held with Southfields Academy, a secondary school in Wimbledon, although there would need to be an acknowledgement that as a small school with a deficit, financial risk would be involved. Any potential link with a MAT would also require the ethos of MJPS to be fully protected and developed. Governors reflected on work undertaken to date and RESOLVED to form a working party to further examine options and models of future structure.</p>	
2	<p>QUALITY OF EDUCATION</p> <p>Acting Headteacher's report</p> <p>Governors received the Acting Headteacher's Report for the summer term 2019 (copy on file) and noted the following comments made:</p> <ul style="list-style-type: none"> • Lena Rosenberg is to support the school over the autumn term and into January 2020. Governors expressed their appreciation of this support and noted also that Liz Watt had been appointed as the new Assistant Headteacher. LW is working on the school improvement plan with an emphasis of bringing it in line with the new Ofsted guidelines. They have both also been working closely with subject leaders on curriculum development. • Due to pupil numbers in current Year 1 classes, the decision has been made to merge them into one class for Year 2. Parents have been informed. • A full review of data will be circulated once the teachers have completed their most recent assessments; • There are a number of children in reception who have EHCP's and a significant number in the pipeline. This could have effects on the level of future attainment and progress and will need to be monitored; • Whilst 54 per cent of children have English as a second language, only 13 per cent of pupils are eligible for a free school 	

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	<p>meal. The latter figure is very low compared to similar schools and will require further investigation;</p> <ul style="list-style-type: none"> • The current level of SEN is comparatively low compared to other schools; • A significant number of interventions are undertaken by qualified teachers rather than HLTAs which raises the cost; • The school has recently revised its anti-bullying policy <p>Governors RESOLVED to adopt the circulated Special Education Needs and Disability Policy (copy on file) (to be reviewed in July 2020).</p> <p>The following questions were raised:</p> <ul style="list-style-type: none"> • <i>Why is there a difference between the total on roll and the number of pupils in school?</i> A child could either be on dual roll or currently abroad; • <i>What will be the effect of being without support for SEN or EHCP?</i> If the school is unable to get an educational psychologist assessment, it won't be able to get an EHCP. Support plans are to be updated from September, but there could be issues around transition; • <i>Do teachers need SEND training?</i> The focus is on Quality First teaching which enables teachers to adapt teaching to those who are borderline SEN. Class teachers need to understand statutory obligations and the school is looking for an inclusive training package in respect of this; • <i>Are staff able to articulate the overall planning process of the school?</i> This would be a key area for the school and there is a recognition of the need for clearer processes to be in place and training or time to be incorporated. Staff are looking forward to have clearer vision and guidance and a monitoring schedule has been put together for autumn term to be shared with staff; <p>Governors commented that the whole school has responded well to a significant amount of disruption, but there is a need for nurturing and reassurance to keep staff motivated.</p>	
3	<p>COMMITTEES</p> <p>Reports for committees that had met had been sent to the Chair and the clerk. It was RESOLVED to receive the minutes of the meeting for the following committees:</p> <ul style="list-style-type: none"> • Resources – 6 June 2019 • Children Families and Community – 17 June 2019 • Curriculum and Achievement – 11 December 2018, 12 June 2019, 20 June 2019 • Chair's meeting – needs to be held 	

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4	<p>RESOURCES</p> <ul style="list-style-type: none"> Clawback is identified in the accounts as a negative item on the income side. The budget is circulated on the basis of 255 students, although it is likely that this number will be adjusted upwards; The school is still in discussions with the EFSA regarding the rescheduling of the loan into 2020/21 and there is a need to sign off the budget; <p>It was RESOLVED to approve the accounts as presented.</p> <p>SL reported that the lettings policy has been agreed and meetings held with a potential hirer to commence in September. Issues around kashrut do not apply as there is no food involved and the Resources committee is to confirm arrangements.</p> <ul style="list-style-type: none"> <i>Can we set a deficit budget?</i> We will be able to for this year, but the loan recovery of £92,000 will be spread out further into 2020/21 and pupil numbers will be higher by then, allowing for a surplus budget; <i>What is the position regarding after school costs?</i> Measures to offset income against these are in place. DK is to check on how school costs and incomes are built up; <i>What progress is there with Awards for All funding?</i> This is included in the element for future funding; <i>How does catering compare to other schools?</i> Costs are higher because of being kosher and are based on a per child charge 	DK
5	<p>SCHOOL DEVELOPMENT PLAN (SDP)</p> <p>The Acting Headteacher circulated a copy of the current School Improvement Plan and governors noted the following key points:</p> <ul style="list-style-type: none"> Objectives for 2019/20 are based on the Ofsted inspection framework as follows: Quality of Education- Assessment, progress and outcomes, Personal development- Attendance, Emotional Literacy, Pupil leadership, transition to KS2, and SRE, Behaviour and attitudes- Pupil behaviour, School's Leadership and management — Sustained leadership, Robust systems, Governors challenge, Development of new ICT resource; The key focus of the new Ofsted framework is on the curriculum, which is a recognised strength at MJPS, alongside the enjoyment of learning. Curriculum mapping is in progress; 	

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	<ul style="list-style-type: none"> There is a need to focus on Year 6 over the coming year, in response to which, the Assistant Headteacher is to teach this class every morning; The leadership team need to set targets which are realistic and inspirational and are looking for different models on this; Initial impressions are that the school has a very motivated young staff who need significant training but who are keen to learn; Whilst the school is strong in terms of integrated learning and the incorporation of Jewish learning into non-core subjects, there is a need to build sequential learning. <p>Governors recognised the need for them to take ownership of the SIP and RESOLVED that committees would focus upon monitoring those parts which are relevant to their terms of reference. It was further RESOLVED that the SIP should contain sections on financial and governance objectives.</p>	
6	<p>SAFEGUARDING</p> <p>Governors were advised that the safeguarding system at the school is to change from a paper based to a software based one at £650 per annum. The school encouraged them to visit https://www.cpoms.co.uk/ for further details.</p> <p>From September, there will be three designated safeguarding leads in the school. Governors expressed the view that there is a need to ensure that every aspect of safeguarding is covered in the absence of key personnel. Governors RESOLVED that VW attend the meeting with the local authority on 10 September which will discuss this issue. General concerns over e-safety have prompted a review of the ICT user policy, software has been purchased to secure IT across the school and the ICT teacher is to flag up e-safety with children.</p> <p>DK reported that he had reviewed the circulated "Safeguarding and Promoting Pupil Welfare including Child Protection Policy" (copy on file) which governors RESOLVED to adopt.</p> <p>In response to a governor question (Q) regarding the effectiveness of safeguarding training, the school replied that it is effective if properly managed. Free online training is available as is that which is delivered by the NSPCC. LW is to organise safeguarding training for governors in the autumn term. ACTION: LW</p>	

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7	<p>ANY OTHER BUSINESS</p> <p>Governors noted that parent volunteers are being used for reading and expressed the view that the use of volunteers is to be encouraged where appropriate.</p> <p>NH reported that the parent survey had received 80 responses to date. These will be analysed and reported back to the CFC committee in due course. NH agreed to speak with office staff regarding a strategy for parentmail and associated communications.</p> <p>NH is to send out an Amazon wish list to enable fundraising for the school to be enhanced.</p> <p>Governors were appraised of proposed term dates and reflected on the need to take account of Pesach and issues of kashrut, whilst keeping in line with dates set by the local authority. As a result of their deliberation, governors RESOLVED that:</p> <ul style="list-style-type: none"> • The school break up on 24 March and return on 12 April; • Children to return on 14 April. 	
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 17 October, 30th January, 14th May</p> <p>Children, Families and Communities (CFC) (1.15pm –3.15pm) 21st November, 12th March, 11th June</p> <p>Curriculum and Achievement committee Data (CAC) 25th September, 10th December, 17th March, 23rd June</p> <p>Full Governing Board Meeting (7pm – 9pm) 26th September (6pm Trust, 7pm FGB), 7th January, 29th April, 7th July</p> <p>HR meeting (staffing and reviews) tbc</p> <p>Marketing Meeting (9.30am)</p> <p>Resources Committee (RES) (6.30pm – 8.30pm) 7th November, 6th February, 4th June</p>	

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

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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
9	Arrange visit by Regional Schools Commissioner	DK	-	In Progress	
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
2.	The Clerk – via the Schools Business Manager – will remove out of date information from old governors.	LE	May 2019	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	-	New	

Signed: _____ Print Name: _____
Chair of Governors

Date: _____