

Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Wednesday 9th January 2019

PRESENT

David Kelin (DK)
Nerrissa Bear (NB) (Headteacher)
Jo Dallal (JD)
David Gold (DG)
Nicolette Hartell (NH)
Judith Ish- Horowicz (JIH)
David Kane (DMK)
Shirley Lee (SL)
Edna Maritz (EM) (Associate Member)
Paul Markham-James (PMJ)
Diana Muellen (DM)
Caroline Millar (CM)
Vicky Williams (VW)

In attendance

Steve Cleary (SC) (Clerk)
Leah Evans (LE) (Acting Assistant Headteacher)
Grace McLeod (GM) (Finance, MJPS)
Lisa Tidey (LT) (Office, MJPS)

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 Carina Fernandes (CF) and Judy Schiff (JS).</p> <p>Governors discussed the membership and composition of the governing board and RESOLVED as follows:</p> <ul style="list-style-type: none"> To appoint Paul Markham-James (PMJ) and David Gold (DG) as Governors; To appoint Edna Maritz as an Associate Member; Note the desire of JIH to stand down as a governor over the current academic year; 	

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	<ul style="list-style-type: none"> To request the Chair, Headteacher and Clerk to update details on Companies House, the Charity Commission and Edubase accordingly. ACTION: DK, NB, SC To request the Clerk to circulate the current terms of office for all governors. ACTION: SC To request the Chair and Headteacher to approach potential governors <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. Further declarations were made as follows:</p> <ul style="list-style-type: none"> NB – a niece was recently appointed at the school as a Learning Support Assistant. NB played no part in the appointment; PMJ – is a director of Key Terrain Group Ltd, who undertake work for the school. EM – works in secondary education. <p>Governors RESOLVED to confirm the minutes of the governing board meeting held on 15th October 2018 as a true and accurate record subject to the following amendment:</p> <ul style="list-style-type: none"> Delete: Leah Evans (LE) (Deputy Headteacher) and insert: Leah Evans (LE) (Acting Assistant Headteacher) <p>There were no matters arising not covered elsewhere.</p> <p>It was further RESOLVED to receive the minutes of the meeting and terms of reference for the following committees:</p> <ul style="list-style-type: none"> Resources – 14th November 2018 Children Families and Community - 22nd November 2018 Curriculum and Achievement Committee – 11th December 2018 <p>There were no reports of the exercise of delegated authority, correspondence to the Chair or Chair's Action since the last meeting.</p> <p>The Clerk reported that no changes were necessary in respect of the Code of Conduct and NB added that all staff and committee members for Friends of Mosaic had also signed the document. The school issued a separate code of conduct for parents and deemed that if the email containing it had been opened, parents had agreed to it. It was agreed to re-circulate the Code in order that new governors be familiarised with it. ACTION: SC.</p>	<p>1</p> <p>2</p> <p>3</p>
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	<p>Governors reflected on committee structures and membership and noted the potential for reconfiguring the CFC committee, as well as developing the use of time limited working groups which could include others such as interested parents, although there would be a need to maintain accountability. NH reported that the CFC committee was seeking someone to take on a community marketing role, potentially from the Friends of Mosaic.</p> <p>It was RESOLVED that:</p> <ul style="list-style-type: none"> • DG and PMJ join the Resources committee; • EM join the CFC committee <p>Governors recognised the need for 1:1 induction to be developed as well as an induction pack, SL offered to support this and the Clerk offered to source potential training providers. ACTION: SL, SC</p> <p>The Clerk requested governors to update their details for contact on governance issues and it was RESOLVED that governors would use preferred emails for all governance related communications from the school as well as sign a disclaimer in relation to data security and confidentiality. ACTION: VW, SC</p> <p>The Chair reported that a meeting would be held in the week commencing 14th January to examine the annual work plan, consisting of the Chair, Headteacher and VW.</p> <p>Governor visit reports will be circulated with the finalised minutes by the Clerk. ACTION: SC</p>	<p>4</p> <p>5</p> <p>6</p>
2	<p>PERFORMANCE AND PROGRESS</p> <p>Headteacher's report</p> <p>Governors received the Headteacher's Report (copy on file) and noted the following comments made:</p> <ul style="list-style-type: none"> • As of the Autumn term school census data gathered in October 2018, 202 children are on roll. 29 per cent of these are SEN and 50% of children have English as a second language, representing 32 languages other than English. • Three new NQTs had joined the school and were doing well. Governors noted that the Schools Direct student was the only one in the country teaching full time and achieve an outstanding grade. The teacher training provider used by the school has also be rated by Ofsted as outstanding and MJPS intend to continue using their programme; 	

	<ul style="list-style-type: none"> • Thanks are to be expressed to the marketing team and parent body in attaining a full reception cohort, particularly from the local community; • The level of ECHPs in the school is very high compared to other schools. Issues often occur around the receipt of out of borough funding. <p>A number of questions were raised as follows:</p> <ul style="list-style-type: none"> • <i>Does the school have the capacity and resources to manage SEND?</i> In the last two months, the school has declined potential admissions regarding children with SEN, because it does not currently have the capacity. The school has raised issues with the local authority over the number of EHCP cases in admissions. One idea would be to build relations with nurseries, as children often arrive with needs that the school is unaware of. • <i>How is the school dealing with the significant number of EAL children?</i> All TAs are trained to some level in speech and language, able to identify needs and provide appropriate intervention. The use of a floating TA focused on EAL also enhances provision. Last year, the school had 38 per cent of EAL children with lower than expected progress. This year the challenge is greater. The school is focusing on identifying children who are exposed to other languages at home, as funding can be received for this, regardless of the academic ability elsewhere. • <i>Why is school data not aligned in reports?</i> It appears that there is a fault inherent within Scholar Pack where data can be inputted but reports miss inputs. Updated and cleaned data will be shared at the next governing board meeting or at the CAC committee beforehand. • <i>How can the school assess the impact of early intervention?</i> Through having good outcomes at the end of reception. For instance, page 21 of the report highlights the fact that children went from 23 per cent to 88 per cent in the course of the year as a result of the impact of teaching assistants in reception. The focus for future visits and support will be children with a higher ability. • <i>What is the current status in regard to pupil premium?</i> The school has a diverse community, some of which view free school meals negatively or are not aware because of other barriers. The school has undertaken significant activity on this, forms have been put in admission packs and home visits undertaken in order to check the eligibility of families. As a consequence, the number of pupils receiving PP has risen from just 3 to 11 per cent of the school. Further measures such as using the local authority's leaflets in different languages are under consideration. Backdated funding is due to be received for a number of pupils; • <i>What is the position with admissions and leavers?</i> September and January tend to record the most activity. Leavers generally go to private provision or enter other schools through scholarships. Other children move out of borough or go abroad. It is a common 	
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	theme within the local authority area that children move during year 3;	
3	SCHOOL DEVELOPMENT PLAN Governors received a copy of the School Development Plan (on file) and were appraised of targets and the focus for the school contained therein. The Headteacher is currently revising the format of the plan to reflect the proposed 2019 Ofsted framework.	
4	RESOURCES Governors were appraised of the financial position of the school and noted that the school had engaged with Strictly Finance since January 2018 to compile proper financial statements. The school is currently using reserves to cover day to day expenditure as well as regularly experiencing a range of issues with cash flow, creditor management and going overdrawn on the bank balance. A new financial management system has been implemented and bids placed for external funding from areas such as the National Lottery Awards for All scheme. Significant issues have arisen from a shortfall in funding which arises from the need to repay a clawback for the 2015 intake amounting to around £40,000 per annum up to 2020/21, as well as a shortfall in income of around £264,000 per annum from the ESFA in regard to pupil numbers in that the school is funded for 158 pupils whereas 202 are currently on roll. Consideration had been given to changing the date of payment for staff salaries in order to aid cash flow, but this had been advised against by the DFE. In addition, the potential for economies of scale is being examined through links with other Jewish and non-Jewish schools. The Chair reported that the ESFA and RSC are aware of actions being undertaken by the school and are satisfied with the approach, which is likely to result in school finances becoming more stable from the second half of the current term. DMK added that even if the cash flow and other issues were stabilised, it could take up to a year or 18 months to replenish the reserves. Thanks were expressed to DMK, LT and GM for their work on the finances. In response to a question from EM regarding the use of premises, the Headteacher replied that the building is used for lettings, although the building has been a draw on funding owing to the expiry of the boiler and refrigerator as well as recent outbreak of norovirus necessitating a deep clean to be undertaken. PMJ reported that the school is reaching a 5 year milestone in terms of key works required and offered to assist the development of a schedule of works. ACTION: PMJ	7
5	SAFEGUARDING Governors noted that the safeguarding policy had been reviewed at the CFC committee and undertook to read the Keeping Children Safe	

	in Education document, which would be circulated by the Clerk. ACTION: SC	8
6	<p>DEPLOYING RESOURCES EFFECTIVELY</p> <p>The Headteacher circulated a paper (copy on file) which raised questions about the effective use of resources in the school to deliver educational outcomes and an appropriate curriculum. Key issues were raised as follows:</p> <ul style="list-style-type: none"> • According to Census Data, certain Year groups are static on growth despite marketing efforts to promote in-year transfers. • Other schools in the borough and surrounding localities have experienced low cohorts in Year 1; • Where in-year transfers have been successful these are in Key stage 2. • The school is being underfunded on pupil numbers. The ESFA used Reception 2017 data to predict 2018 pupil numbers and reduced this to 34. The actual reception intake was 57 pupils. This will be corrected in our payments from the ESFA beginning in February 2019. • The current Y1 cohort is operating with 2 classes and the additional teacher and assistant for 4 pupils is costing the school £43,308 including on costs per year. Current funding per pupil is approximately £5,606. This means that the school is funding the shortfall impacting on other pupils and our monthly cash flow. The school has now used its reserves due to being in a similar situation in 2017/2018 with Entry year 2015. A class with only 4 children equates to more money spent per pupil than on SEND children. • Because Year 1 is currently 4 pupils over the threshold of 30, we currently have two classes, each with a class teacher and a shared teaching assistant. • The ratio required by the DFE is 1:30 – as the school is a free school, it does not need to employ qualified teachers for this, regardless of the benefits of doing so. <p>Three different scenarios were offered as follows:</p> <p>Scenario 1 Year 2 (2019/2020) would have 1 full-time class teacher and 1 intervention teacher in the morning and 1 unqualified teacher in the afternoon, with 1 full-time teaching assistant. This excludes learning support assistants who are currently attached to specific pupils. The pupil numbers for this year group would be capped at 34 meaning we would not accept any further pupils into this year group this current academic year. Recruitment needed: 1 fulltime teaching assistant (£24,285) Saving to the school: £19,023</p>	

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	<p>Scenario 2 Year 2 (2019/2020) would have 1 full-time class teacher, 1 unqualified teacher (newly recruited) with 1 full-time teaching assistant. This excludes learning support assistants who are currently attached to specific pupils. The pupil numbers for this year group would be capped at 34 meaning we would not accept any further pupils into this year group this current academic year. Recruitment needed: 1 fulltime unqualified teacher (£25,969) Saving to the school: £17, 339</p> <p>Scenario 3 If the number of children were to reduce to 30 children, year 2 (2019/2020) would have 1 full-time class teacher and one full-time teaching assistant. This excludes learning support assistants who are currently attached to specific pupils. The pupil numbers for this year group would be capped at 30 meaning we would not accept any further pupils into this year group and it would one form of entry going forward.</p> <p>Recruitment needed: None for this particular year group Saving to the school: £43,308</p> <p>Governors were advised by the Headteacher as follows:</p> <ul style="list-style-type: none"> • Whilst the number and complexity of SEND children had been fluid and there had been concern over an increasing number with low level needs, provision for SEND children would be covered elsewhere in the school regardless of the option followed. • The school generally does not use supply teachers but a long term cover teacher with knowledge of the school and its pupils. Teaching assistants are used where they have a particular specialism and there is an emphasis on home grown talent. <p>Having carefully considered the alternatives, governors <u>RESOLVED</u> to:</p> <ul style="list-style-type: none"> • Amalgamate the two current Y1 classes (Entry year 2017) beginning in September 2019 into a single Year 2 class thus bringing spend into line with pupil funding for that year group. • Transition the merger from April 2019. • Retain a 1:10 staff ratio as a matter of principle; • Cap pupil numbers for this year group at 30 such that the class be a one form entry going forward whilst examining sibling intakes on a case by case basis. 	
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7	<p>ANY OTHER BUSINESS</p> <p>SL reported that she is currently involved in the setting up of a Jewish free school in Brighton and Hove, who would appreciate a discussion on possible models of partnership with MJPS. Governors expressed their support in this endeavour if the potential founders were successful in being given permission to move towards submitting a full application to the DfE to open a free school.</p> <p>Governors were appraised of a recent visit to the school by Damien Hinds MP, the Secretary of State for Education, which had been arranged at extremely short notice. During the visit, he met a number of governors, had a tour of the school and met with the school Torah Team. He was very impressed with his experience and followed this with a tweet. We also had articles on our website and in the Jewish Chronicle. A further visit is planned by the Prime Minister's faith adviser.</p> <p>The Chair reported that he had undertaken a conversation with Eamon Evans (EE), Office of the Regional Schools Commissioner, during which means by which the RSC might be able to help the school going forward were discussed. It was agreed that EE would visit the school in the near future for a meeting with the HT and school tour. ACTION: DK</p> <p>The Chair informed governors of an approach by Israel Bonds who were interested in sponsoring activities within the school. Governors agreed that the Chair would obtain further details. ACTION: DK</p>	<p>9</p> <p>10</p>
8	<p>DATES OF NEXT MEETINGS and AGENDA ITEMS FOR NEXT MEETING</p> <p>(all meetings at 6.30pm unless otherwise stated)</p> <p>Budget meeting -</p> <p>4th June</p> <p>Chairs Meeting</p> <p>31st January, 16th May</p> <p>Children, Families and Communities (CFC) (1.15pm –3.15pm)</p> <p>14th March, 13th June</p> <p>Curriculum and Achievement committee Data (CAC)</p> <p>2nd April, 25th June</p>	

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	<p>Full Governing Board Meeting (7pm – 9pm)</p> <p>1st May, 10th July</p> <p>HR meeting (staffing and reviews)</p> <p>Tuesday 21st May</p> <p>Marketing Meeting (9.30am)</p> <p>31st January, 4th June</p> <p>Resources Committee (RES) (6.30pm – 8.30pm)</p> <p>7th February, 6th June</p>	
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There being no other business, the meeting closed at 9.45pm.

SUMMARY OF ACTIONS

Action points arising from Full Governing Board meetings 2018/19

No:	Action	By	When	Status	Note
Governing Board – 15th October 2018					
1	Pursue annual declarations of pecuniary interest from those absent	SC	Dec 2018	Open	
2	Check end of term of office for JIH	SC	Dec 2018	Open	
3	Place governing board documents on a secure folder on the school's website with the Clerk advising governors of their presence on being published.	SC	Dec 2018	Open	
4	Committee Chairs to advise Clerk of committee memberships.	JIH, NH, DMK, VW	Nov 2018	Open	
5	Complete request for £15,000 from the Friends of Mosaic	NB	Nov 2018	Open	
6	Committee Chairs, Headteacher and senior staff to send DK the highlights of 2017/18 giving a brief summary of key achievements.	JIH, NH, DMK, VW, MB	29 Oct	Open	

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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	Open	
2	Chair and Headteacher to approach potential governors	DK, NB	Feb 2019	Open	
3	Re-circulate the Code of Conduct	SC	Feb 2019	Open	
4	Support development of induction pack and source potential training providers.	SL, SC	Feb 2019	Open	
5	Compile disclaimer in relation to data security and confidentiality and circulate for governor signature.	VW	Feb 2019	Open	
6	Circulate governor visit reports with the finalised minutes.	SC	Feb 2019	Open	
7	Develop schedule of works around 5 year milepoint.	PMJ	Feb 2019	Open	
8	Keeping Children Safe in Education document to be re-circulated by the Clerk.	SC	Feb 2019	Open	
9	Arrange visit by Regional Schools Commissioner	DK	-	Open	
10	Chair to obtain further details from Israel Bonds on sponsorship.	DK	Feb 2019		

Signed: _____ Print Name: _____
Chair of Governors

Date: _____