

Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Thursday 2nd May 2019 at 7pm

PRESENT

David Kelin (DK) (Chair)
Jo Dallal (JD)
Leah Evans (LE) (Acting Headteacher)
Nicolette Hartell (NH)
Judith Ish-Horowicz (JIH)
David Kane (DMK)
Shirley Lee (SL)
Diana Muallem (DM)
Judy Schiff (JS)

In attendance

Ric Euteneuer (RE) (Acting Clerk)

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) Caroline Millar (CM), Edna Maritz (EM) (Associate Member), Carina Fernandes (CF), Nerissa Bear (NB) (Headteacher), Vicky Williams (VW), David Gold (DG), and Paul Markham-James (PMJ). Apologies were also received from the Clerk, Steve Cleary – Ric Euteneuer (RE) attended as a substitute clerk. 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 19th January 2019 as a true and accurate record with no amendments d) There were a number of matters arising from the last and previous meeting that were not covered elsewhere on the agenda. 	

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	<p>15th October 2018</p> <p>i) Item 2 - End of term of office for JIH - ACTION: SC</p> <p>ii) Item 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. The clerk – via the Schools Business Manager – will remove out of date information from old governors Another member of staff to update the website - head to delegate. ACTION: SC/LE/SBM</p> <p>iii) Item 5 - Complete request for £15,000 from the Friends of Mosaic – Chair to check with Head ACTION: LE/DK</p> <p>9th January 2019</p> <p>i) Item 4 - Support development of induction pack and source potential training providers. Chair to check. Induction - date to be organised ACTION: DK</p> <p>ii) Item 1 - Chair, Headteacher and Clerk to update details on Companies House, the Charity Commission and Edubase accordingly – the School Business Manager will obtain access to Edubase - Companies House still requires updating - 2 governors need to be put on.</p> <p>There was a discussion on the relative status of trust and board members, trustees, and governors – there is a need to clarify “who is who”. The school had received contradictory advice from the DfE. The Clerk will check with chair, and the Chair will check with the school's solicitor. ACTION: SC/DK</p> <p>Charity Commission registration will be addressed by the Chair – this has implications for GiftAid. ACTION: DK</p> <p>iii) Item 2 - Chair and Headteacher to approach potential governors - this item is complete and should be removed. It was noted that the staff governors has resigned.</p> <p>iv) Item 3 - Re-circulate the Code of Conduct – Clerk to circulate. ACTION: SC</p> <p>v) Item 5 - Compile disclaimer in relation to data security and confidentiality and circulate for governor – this is still outstanding</p> <p>vi) Item 6 - Circulate governor visit reports with the finalised minutes. ACTION: SC.</p>	<p>1</p> <p>2</p>

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	<p>vii) Item 7 - Develop schedule of works around 5 year milepoint.. This is still outstanding. ACTION: PMJ</p> <p>viii) Item 8 - "Keeping Children Safe in Education document to be re-circulated by the Clerk". ACTION: SC.</p> <p>ix) Item 9. The Chair informed governors that the school approached the ESFA to obtain a loan of £65k. The ESFA had agreed to pay this to the school in May 2019 – it would prevent the school's bank account running into deficit at the end of each month. A condition was that the Regional Schools Commission (RSC) was informed. The RSC had been in contact, and were of the opinion that the school should become part of a wider MAT. The Chair is continuing dialogue with RSC. A number of schools had been lined up for the school to consider, but the schools offered had not had a similar philosophy as the school. A number of schools were discussed as potential; partners, and the consensus was that a partnership could be interpreted in a number of ways. After discussion, it was agreed that governors should consider and agree what the essentials are for the school joining a MAT. A MAT Sub Committee would be formed to consider this. The Committee will comprise DK, DG, DM, SL ACTION: DK, DG, DM, SL</p> <p>x) Item 10 "Chair to obtain will ask whether DG is interested. Israel bonds contacted. Sponsor events. IB happy to visit the school. Head suggested after half term. ACTION: DK, DG</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>	<p>3</p> <p>4</p>
2	<p>PERFORMANCE AND PROGRESS</p> <p>Headteacher's report</p> <p>Governors received the Acting Headteacher's Report (copy on file) and noted the following comments made:</p> <ul style="list-style-type: none"> There had been a net increase of 9 pupils in years R to 5. Wandsworth paused admissions. Waiting list for a variety of year groups. Safeguarding – there had been no major incidents. Wandsworth survey staff termly and staff are content with the arrangements. First item on SLT agenda is safeguarding. Sickness and special leave - 74 days. Four members of a staff contribute 50 of these days (over two-thirds). Two of the staff are on sickness staff review. Wandsworth Council HR are working with the school on this issue. The Head's absence is not included in these figures. 	

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	<ul style="list-style-type: none"> • <i>A governor asked how special leave is decided?</i> The Head responded that special leave is discretionary, and considered on a case by case basis. • <i>A Governor suggested themed CPD on stress?</i> The Head said she had been looking at this already. Staff Forums would be held to explore any issues raised • <i>Governor suggested getting other insurance arrangements?</i> The Head feels that the insurance the school has already offers good terms. • The Head outlined the support that will be provided by Lenna Rosenberg (an ex-Headteacher of a Jewish School). An action plan for the school had been agreed with the Head and Lenna. • The school's School Development Plan is a priority – this will be discussed at the next meeting • The Head said she was of the opinion that Ofsted would be due when the first set of Y6 results are received – the school needed to prepare for this. • The school's Jewish curriculum written by Nick Aberly. This is needed for years R to 4. Miss Rosie Cohen to become Lead teacher for Jewish Studies. • There is a lack of clarity when the substantive headteacher is returning to school – this has led to a delay in addressing some issues in the school. • The letter to parents outlining the interim arrangements will shortly be finalised. A meeting with parents and Lenna is scheduled at 7pm on the 20th May 2019. • The school has an open day on the 15th May 2019. Governors are more than welcome to attend. • Attendance is lower at reception and KS1 than overall at the school. For children in the KS2 phase, attendance is above average. The figures for KS1 include a child on roll who no longer attends, and who the school have yet to be advised of which school they are attending. • Teacher pensions being sorted – the pension contributions had been paid, but there had previously been some misattribution of contributions to individual teacher pension schemes. This should be sorted by the end of the week. The Head will liaise with the Chair about who has complained about pensions and ensure their individual concerns are addressed. • <i>A Governor asked if data received?</i> Head said will be done before half term. 	

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3	<p>COMMITTEES</p> <p>Reports for committees that had met had been sent to the Chair and the clerk. Curriculum and Achievement Committee (CAC) didn't meet – when they do, they will be analysing data. Resources Committee minutes had already been sent. Conor and the Chair spoke about Marketing - she is stepping down to this role – the Head to speak with chair on carrying this forward. The next meeting of the Marketing Committee will be in early June 2019. A variety of policies need to be reviewed. Committee chairs to provide these to the head. Out of date policies on website leave the school exposed to criticism. JIH to send these to head directly. It was RESOLVED to receive the minutes of the meeting for the following committees:</p> <ul style="list-style-type: none"> Resources – 7^h February 2019 Children Families and Community - ???? 	
4	<p>FINANCE</p> <ul style="list-style-type: none"> As mention in 1. Matters Arising – ix) Item 9 – school is receiving a loan of £65k to ensure financial stability Capital funding secured for some works that can be attributed to this budget head, freeing up GAG The school had been charged normal business rates. The school has a £50k credit with Wandsworth Council. Chair of finance to negotiate return of the funds There is a conservative estimate of 250 pupils for next year - likely to be above this, so the school may receive more funding than anticipated. The school will need to pay back £65k. There will also be one more year of “clawback”. The school is required to produce a three year budget plan with ESFA input. The Head said that the staff/GAG ratio too high. ESFA guidance of 76% - the school is 88%. The ESFA would like the school to end their relationship with “Strictly Education” as quickly as possible. They feel the school needs to hire a business manager – the money spent on Strictly Education would be better spent on this post FGB budget meeting will occur on the 4th June 2019. DG has worked a lot on this. A parent has approached the school on Saturday to use as a school for acting. There was a discussion on whether the school should be used on Shabbat. The Head said we should be guided by the policy. It was RESOLVED to trial the booking, as long as the hirer respects and enforces Kashrut. It was also RESOLVED to review the policy. ACTION: DK, LE 	5

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5	SCHOOL DEVELOPMENT PLAN (SDP) This item was deferred to next meeting ACTION:SC	6
6	DEPLOYING RESOURCES EFFECTIVELY A draft letter to parents in preparation about a HLTA and a teacher working in year 1 and year R.	
7	UPDATE ON PROMOTION OF SCHOOL Governors were updated on a Jewish Free School application in Brighton and Hove – it is presently with the DfE.	
8	ANY OTHER BUSINESS There was none.	
9	DATES OF NEXT MEETINGS and AGENDA ITEMS FOR NEXT MEETING (all meetings at 6.30pm unless otherwise stated) Budget meeting - 4 th June 2019 Chairs Meeting 16 th May 2019 Children, Families and Communities (CFC) (1.15pm –3.15pm) 13 th June 2019 Curriculum and Achievement committee Data (CAC) 25 th June 2019 Full Governing Board Meeting (7pm – 9pm) 10 th July 2019 HR meeting (staffing and reviews) Tuesday 21 st May 2019 Marketing Meeting (9.30am) 4 th June 2019 Resources Committee (RES) (6.30pm – 8.30pm) 6 th June 2019	

There being no other business, the meeting closed at 9.10pm.

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SUMMARY OF ACTIONS

Action points arising from Full Governing Board meetings 2018/19

No:	Action	By	When	Status	Note
Governing Board – 15th October 2018					
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	
5	Complete request for £15,000 from the Friends of Mosaic	NB	Nov 2018	Open	
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	
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	
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		
Governing Board – 2nd May 2019					
1.	Member of staff to update the website - Head to delegate	SC	May 2019	Open	
2.	The Clerk – via the Schools Business Manager – will remove out of date information from old governors.	LE	May 2019	Open	
3.	Item 1 Consider and agree what the essentials are for the school joining a MAT. MAT Sub Committee would be formed to consider this.	DK, DG, DM, SL	May 2019	Open	

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No:	Action	By	When	Status	Note
4.	Chair to contact Israel Bonds to visit the school	DG	May 2019	Open	
5.	Item 4 - Review Lettings Policy in the light of Saturday letting(s)	DK, LE	May 2019	Open	
6.	Item 5 - School Development Plan for next agenda	SC, DK., LE	Next FGB	Open	

Signed: _____ Print Name: _____

Chair of Governors

Date: _____