



Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Thursday 29th June 2017

PRESENT

David Kelin DK (Chair)
Jo Dallal JD
Carina Fernandes CF
Nicolette Hartell NH
Judith Ish- Horowicz JIH
David Kane DMK
Shirley Lee SL
Caroline Millar CM
Naomi Reiniger NR
Vicky Williams VW

In attendance

Phoebe Clapham (EFA) – for training session only
Ruth Murton (Trainer) – For training session only
Catherine Jackson CJ (School Business Manager) – after training session
Anne Ferrier (Clerk)

PART 1

Item	Topic/purpose	Action/by whom
1.	<p>TRAINING SESSION</p> <p>Phoebe Clapham explained that she was the representative of the Regional Schools Commissioner's Office and that she had been offering advice to the Board under the exceptional circumstances in which the school finds itself, and commended the Board for the way in which they were dealing with the situation. She explained that she had recommended that the training based around the DfE publication "A Competency Framework for Governors" would be useful for the Board. She introduced Ruth Murton who would lead the session.</p> <p>Ruth started by showing the results of the skills audit questionnaires which had been sent out in advance. Amongst other things it showed weaknesses in knowledge of finance, SEN and child protection and safeguarding. However this had only been based on 6 replies. Ruth urged those governors who had not yet completed the audit to do so and then she would be able to send a fuller picture of the skills of the Board.</p>	<p>All governors to complete skills audit online</p>

	<p>Worksheets with questions based on the Framework were completed and actions noted.</p> <p>Governors thanked Ruth for the presentation and Phoebe for her continued support.</p> <p>Ruth and Phoebe left the meeting</p>	<p>Actions to be drawn up into a plan</p>
2	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies were received and accepted from Nerrissa Bear, Acting Headteacher.</p>	
3	<p>DECLARATION OF INTEREST</p> <p>No item on the agenda required a declaration of interest.</p>	
4	<p>CONSTITUTION OF THE GOVERNING BOARD AND REPLACEMENT OF GOVERNORS</p> <p>DK asked for governors' agreement to the appointment of Sue Wolfe as an Associate Governor for a 2 year term of office. He explained that she is an experienced SEN practioner, which fulfilled one of the current weaknesses on the board. All agreed to the appointment. Clerk asked for contact details for Sue.</p> <p>It was agreed that particular focus should be on skills required on the board when new governors are appointed. All governors to consider what skills they think the board needs and to send their thoughts to VW. Discussion followed on the parents who had shown an interest in being governors and it was agreed that if the board had its full quota of parent governors, consideration could be given to them joining working groups to utilise their skills and to keep them interested.</p> <p>Governors also unanimously agreed to ask SL to remain on the Governing Board. Her experience and knowledge had already been vital during the current difficulties at the school. SL agreed. Her particular role would be agreed later and the term of office could be until her official term ends in November 2019 or earlier if she so chooses or if circumstances change.</p> <p>DK expressed thanks to SL for her support over the last few weeks.</p>	<p>All governors to let VW have their thoughts on skills required</p>
5	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes of the meeting held on 15th March 2017 were confirmed as a true and accurate record and signed by the Chair. (signed copy left in school for filing)</p>	
6	<p>MATTERS ARISING</p> <p>There were no matters arising not covered elsewhere on this agenda.</p>	
7	<p>UPDATE ON CURRENT SITUATION</p> <p>DK gave an update on the current situation in the school. He confirmed that NB would commence a gradual return to the post of Acting Headteacher from the 1st July 2017 and would be fully back from September.</p> <p>He also explained that the recruitment process for a Headteacher would start again in September 2017. He reported that all local authorities were having difficulties with recruitment and that some 5 vacancies still existed in Wandsworth schools. He recorded thanks to Wandsworth HR department for their advice and help.</p> <p>Q. What is the fall back situation if the recruitment process fails to find a suitable candidate?</p> <p>A. The most important thing would still be "the right person for the job". It may be a short time appointment of a retired teacher with the correct</p>	

	<p>experience, but NB would continue as Acting Headteacher until the right person was found.</p> <p>Q. Would extra funding help to find someone?</p> <p>A. Almost certainly, to fund Recruitment Agency to head hunt for the post. NH to follow up.</p> <p>Q. How much would be required?</p> <p>A. Typically agencies would require 30% of the first year's salary.</p> <p>Q. If recruitment started in September how soon could we have someone in post.</p> <p>A. January at the earliest but more likely later than that.</p> <p>Q. How has recruitment for the rest of the school been managed?</p> <p>A. Recruitment for other posts has been going ahead as usual.</p> <p>Q. Are the parents being kept updated?</p> <p>A. Regular updates are sent to parents and DK has spoken at a parents' meeting.</p> <p>Q. If staff are leaving when will governors and parents know?</p> <p>A. CF explained that no announcements would be made until new teachers had been appointed and that everyone would know on the Class Swap Day.</p> <p>It was generally agreed that governors should not necessarily expect to know and that if any governors were asked by parents they should not respond but, in normal circumstances, point them to the Headteacher.</p> <p>Governors would know by the Staff Tea Party the date for which was agreed as Tuesday 18th July at 4pm.</p> <p>DK also reported that, on the recommendation of the School Improvement Partner, Kate Baum (previous Headteacher) had been appointed as a consultant for one day per week. This is obviously a large expense to the school and she would continue only until 10th July by which time NB would have returned at least part time.</p>	<p>NH to follow up agency costs etc.</p> <p>JIH to let staff know</p>
8	<p>HEADTEACHER'S REPORT</p> <p>In the absence of a Headteacher's report governors thanked KB for the summary provided of the tasks covered by her and the basic information on pupil numbers.</p>	
9	<p>COMMITTEES</p> <p>a) Resources Committee</p> <p>The minutes of the meeting held on 16th May 2017 were received.</p> <p>Q. Had there been any progress in obtaining the BREEAM certificate?</p> <p>A. The latest news is that receipt of the certificate is imminent.</p> <p>CM reported on discussions around rear access parking and road safety signs at the rear and front of the building. One problem is that the rear is controlled by Wandsworth and the front by TFL. Discussions are continuing.</p> <p>HR Group</p> <p>Notes from the meeting of the HR group held on 21st June 2017 were received.</p> <p>b) Children Families and Community Committee</p> <p>The minutes of the meeting held on 23rd May 2017 were received.</p> <p>Marketing Group</p> <p>The notes from the Marketing Group meeting held on 19th May 2017 were received.</p> <p>Thanks were expressed to Connor Guntrip for agreeing to take on the chair position on the group, and to NR for her hard work as outgoing chair.</p>	

	<p>NR explained that the group was short of resources and that leafleting etc would be streamlined and would focus more on areas from which pupils had already come.</p> <p>She also reported that a new parent had mentioned that they had looked at Parentview and had been surprised that there had only been 19 responses in the last 365 days. NR asked that parents be encouraged and reminded in newsletters etc to respond on Parentview.</p> <p>c) Curriculum and Achievement Committee</p> <p>The minutes of the meeting held on 23rd May 2017 were received.</p> <p>d) Chair's meeting</p> <p>The minutes of the meeting of Committee Chairs held on 9th May 2017 were received.</p> <p>BUDGET 2017/2018</p> <p>CJ tabled the second draft of the 2017/2018 budget with a comparison to the first draft as a summary. The first draft showed a substantial deficit and the second draft a very small positive balance to carry forward.</p> <p>There followed much discussion as the positive budget was based on the AHT being non class based and the vertical grouping of classes in years 1 and 2. DK read a letter giving KB/NBs view on how the classes might be split.</p> <p>The split suggested that there would be 2 classes of year 1 and a mixed year 1/2 class. It was agreed that this would have to be clearly explained to parents and it was felt that it would not be well received. It was generally understood that due to the numbers on role that some kind of vertical grouping would be inevitable.</p> <p>It was agreed that a better solution might be to have all 3 classes as a mixture of years 1 and 2 pupils and consideration would need to be given to whether having a non class based AHT was sustainable.</p> <p>It was agreed that DMK and CJ would consult further and take the suggestion back to KB and NB and governors would be updated and agreement sought by email.</p> <p>It was also agreed that communicating the changes to parents would be vital and to happen as soon as possible.</p> <p>A review of the timeline for budget production and agreement should be made a priority for the Resources Committee for next year.</p>	
10	<p>DIRECTORS REPORT</p> <p>Receipt of the Summer Term Director's Report was assumed as time ran out for any discussion</p> <p>The Clerk's list of items of particular interest was received.</p>	
11	<p>DATES OF NEXT MEETINGS and AGENDA ITEMS FOR NEXT MEETING</p> <p>Due to lack of time the dates below were not agreed.</p> <p>Suggested 2017/2018 meetings</p> <p>Main Governing Board</p> <p>Monday 25th September 2017 – 7.00pm</p> <p>Wednesday 15th November 2017 – 7.00pm</p> <p>Wednesday 14th March 2018 – 7.00pm</p> <p>Wednesday 27th June 2018 – 7.00pm</p>	
12	There were no Part II items	
Chair:-		Date:-