



Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Wednesday 15th March 2017

PRESENT

Kate Baum KB (Headteacher)

Shirley Lee SL (Chair)

Steve Bower SB

Jo Dallal JD (from item 8)

Carina Fernandes CF

Nicolette Hartell NH

Judith Ish- Horowicz JIH

David Kane DMK

David Kelin DK

Caroline Millar CM

Naomi Reiniger NR (from item 5)

Vicky Williams VW

In attendance

Nerrissa Bear NB (Assistant Head)

Anne Ferrier (Clerk)

PART 1

Item	Topic/purpose	Action/by whom
1	APOLOGIES FOR ABSENCE There were no absences	
2	HEADTEACHER RECRUITMENT UPDATE SL reported that NB had formerly accepted the role of Acting Headteacher following KBs resignation from the end of the Spring Term. Governors expressed their delight that NB had accepted the post and agreed that they had total confidence in her and the rest of the Leadership Team to continue moving the school forward and growing. NB had already met with SL, DK and VW to discuss the way forward and to assure her of full support from the whole of the Governing Board. SL also said that it had been difficult to find dates for the next round of recruitment for a new Headteacher. Discussions were ongoing about the optimum time to re-advertise. The GB will be kept informed.	
3	CONSTITUTION OF THE GOVERNING BODY Caroline Millar (CM) (Powell is her professional name) was welcomed as the newly appointed Parent Governor. SL agreed to continue to be her "Buddy" in the induction process with NH offering her support also. It was agreed that she would have to be added to the Companies House records. DK agreed to update the records. It was confirmed that DK would be taking over the post of Chair of the Governing Board from 1 st April. SL would be assisting him if and when necessary till the end of the academic year when she would be standing down as a governor of the board, although remaining a Member of the Trustees.	DK to up-date Companies House records

	<p>It was confirmed that CF had been re-elected as the Staff Governor and it was anticipated that she would have increased involvement on the Governing Board.</p> <p>It was confirmed that DMK had agreed to another 4 year term of office with the proviso that should his circumstances change, he could resign at any time.</p> <p>SB confirmed that this would be his last full Governing Board meeting and that he would not be standing again after the end of his term of office on 28th April 2017. DK agreed to update the Companies House records.</p> <p>Governors thanked SB for all his hard work on the Governing Board and his outstanding contribution during the move to the new premises. His regular attendance at meetings with contractors had been invaluable.</p> <p>It was confirmed that the 2 Associate Governor posts were under review and new governors were being sought. Governors expressed their thanks to Sarah and Jackie for their contributions during the time that they held these posts.</p> <p>Sue Wolfe, currently a Dyslexic Tutor with a wealth of education experience, had been invited to visit the school with a view to joining the board as an Associate. The visit had taken place and a decision would be made at a later date.</p> <p>Q. Does an Acting Headteacher have to be a Director of the Trust and can they be the Accounting Officer?</p> <p>A. This would have to be checked. It was suggested that the New Schools Network may be able to help and that perhaps it was included in the Academy Governors' Handbook.</p> <p>DK and clerk to investigate.</p>	<p>DK to update Companies House records</p> <p>DK and clerk to investigate whether AHT can be Accounting Officer</p>
4	<p>DECLARATION OF INTEREST</p> <p>No item on the agenda required a declaration of interest.</p>	
5	<p>CODE OF CONDUCT</p> <p>The code of conduct had been signed by all.</p>	
6	<p>MINUTES OF THE LAST MEETING</p> <p>The minutes of the meeting held on 16th November 2016 were agreed subject to the following amendment. Page 2 – 2nd to last paragraph, change from “had caused cash flow problems” to “had caused concern that it could have led to cash flow problems”</p> <p>Clerk agreed to amend the minutes and send them by email to the Chair for signature and forwarding to the Headteacher for filing.</p>	Clerk to amend minutes
7	<p>MATTERS ARISING</p> <p>There were no matters arising not covered in the annotated minutes as circulated.</p>	
8	<p>HEADTEACHER'S REPORT</p> <p>Before KB presented her report SL explained for the benefit of new governors that the governing board are kept aware of what is happening in school by KB's always informative termly report, minutes from the various committees which are always circulated to all and by the independent School Improvement Partner's termly report. It was agreed that all these things would continue under NBs leadership.</p> <p>The Headteacher's report for the Spring Term 2017 was received, with the Spring Term report from the School Improvement Partner.</p>	

	<p>The main highlight of the Headteacher's report was that Marie Harvey the School Improvement Partner had carried out her termly visit on February 7th 2017 and had judged that the school was still Outstanding in all areas. KB reported that she was particularly proud when Marie commented on the progress in learning behaviour, the conduct and the outcomes of Year 3 pupils, whom she had previously observed when they were in Reception.</p> <p>Marie also reported that the Leadership Team were outstanding, a judgement which is unusual when a Headteacher is leaving and she supported the view that governors have expressed that they have every confidence in the Leadership Team and staff continuing to run the school. SL reported that she had spoken to Marie who had also said that the handover preparation by KB had been outstanding.</p> <p>Governors expressed their thanks for all the hard work of the whole school staff and particularly to Kate.</p> <p>Q. Pupil numbers – For those pupils who have joined MJPS during the school year do we know what triggered the move?</p> <p>A. It was thought mainly through parent recommendation and open morning visits.</p> <p>Q. With an increased number of pupils is the relatively high SEN percentage still the same?</p> <p>A. The extra 14 will reduce the percentage but the same number of children will require support.</p> <p>Q. If the current marketing strategy is working in terms of bringing in pupils can it be pushed even further?</p> <p>A. The progress is being monitored by the marketing group to see what is working to the best advantage for MJPS and consideration is being given to broadening into other areas e.g. Barnes and Sheen. It was agreed that this needed to be done fairly quickly as offers of primary school places was imminent.</p> <p>Q When should the change of Headship be put on the school website, as this is probably the first place prospective parents would look at?</p> <p>A. It was agreed that this should be done now. NR and SL would look at suitable wording. VW offered her assistance.</p> <p>Funding</p> <p>KB explained that no funding for the 14 pupils who had joined midyear would be received until they appeared on next October's census. She further explained that the funding for 2017/2018 would be based on 151 pupils. This figure was from the most recent census and the predicted intake in September 2017. It was hoped to exceed that number. The Pupil Premium element of funding, i.e. those eligible for free school meals, would also increase as more pupils had been identified.</p> <p>Q. If those recently identified have been eligible for some time would there be payments in retrospect?</p> <p>A. It was hoped that would be the case.</p> <p>Q. Would the government's proposed Fair Funding adversely affect MJPS?</p> <p>A. It was felt that Free Schools may be in a less unsure position than maintained schools but it was a wait and see situation.</p> <p>Targets</p> <p>KB explained that it is always best to set suitably aspirational and challenging targets for staff, setting the bar high in the hope of achieving just below it. If the bar is set too low then it is neither aspirational nor challenging.</p>	<p>NR and SL to agree wording for website</p>
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	<p>She further explained that the teachers are evaluating the children's performance all the time and this has allowed very early intervention when necessary.</p> <p>Leadership</p> <p>KB emphasised that a Headteacher's role is all consuming even for an experienced Headteacher. It is not until you sit in that position that it is quite so evident. She wanted governors to understand that in taking on the role as Acting Headteacher NB would be on a huge learning curve and she asked for governors' consideration in letting her get on with the job. KB and DK had already discussed this and it was agreed that if governors had any queries they should ask themselves "Is it going to raise standards?" If not then they should try to deal with them within the Board and let NB focus on the teaching and learning outcomes for the children.</p> <p>Q Who would deal with queries?</p> <p>A DK as Chair would have an overall view of things and would keep NB in the loop. The most important thing to remember is that the Governing Board wants NB to be successful and a balance needs to be struck between needing to contact her and dealing with things within the board.</p> <p>Finance</p> <p>KB reported that a successful financial review had been carried out by the EFA with only a few minor items to be sorted by 31st March 2017. They particularly commended the Business Manager (CJ) for producing the financial accounts and bank reconciliations. Governors added their appreciation of CJs hard work in getting to grips with the accounts so quickly.</p> <p>Premises</p> <p>KB reported that two groups were now renting part of the building, with very specific contracts. She asked governors to consider the earlier decision that the rentals should be made in the spirit of Shabat, meaning that the hirers needed to vacate the building when the school closed early to allow staff and children to be home in time to prepare for Shabat on Fridays. During the winter months this could be quite early and could affect the working hours of the hirers.</p> <p>It was agreed that this would be discussed at the next Resources Committee meeting.</p> <p>Governors thanked KB for her, as ever, clear and informative report.</p> <p>Tribute to Kate</p> <p>This being KB's last Governing Board meeting, SL led a tribute to all Kate's efforts whilst Headteacher at MJPS and for leading it with her team to an Outstanding Ofsted judgement in just 2 years. She particularly thanked Kate for taking on the role as the first Headteacher and taking on the vision of the Trustees for the school and making it her own. Her outstanding Leadership is also in evidence in the way that she has prepared her team for a seamless continuation when she leaves. There were many reminiscences. A commemorative plaque was presented to Kate which will be sited in the new garden in the outside play area.</p> <p>Tribute to Shirley</p> <p>This being Shirley's last meeting as Chair of the Governing Board DK led a tribute to all Shirley's hard work bringing the dream of a Jewish school to reality. He explained how it had all started and the trials and tribulations encountered to get to this point.</p>	<p>Resources Comm to discuss the use of the school premises with regard to Shabat</p>
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	<p>He thanked Shirley for her unfailing determination that the school would succeed and for her unstinting leadership of the Governing Board. A commemorative plaque was presented to Shirley which will be sited below the Mosaic plaque on the outside wall of the hall.</p>	
9	<p>COMMITTEES</p> <p>a) Resources Committee The minutes of the meeting held on 8th February 2017 including HTs notes were received. Q. How will shortfall for security hut be met? A. An application will be made to CST, but that would be a maximum of 50%. The rest will come from donations. DMK reported that fundraising would be used more for educational items in the future and that it would not necessarily be the chair of Resources who would lead on fundraising. 3 parents had agreed to take the lead with SL continuing to assist. Another priority for fundraising would be to kit out the Learning Resource Centre as soon as possible.</p> <p>DMK added his personal thanks to SB for his outstanding contribution in dealing with contractors and builders during the construction and move to the new premises.</p> <p>b) Children Families and Community Committee The minutes of the meeting held on 7th February 2017 were received.</p> <p>c) Curriculum and Achievement Committee The minutes of the meeting held on 31st January 2017 were received. Governors recorded their appreciation and thanks to all staff for the continued creative and dynamic learning environment. NR updated the GB on the progress of the marketing group and gratitude was expressed for the group's efforts and development of the strategy.</p> <p>d) Chair's meeting The minutes of the meeting held on 17th January 2017 were received.</p>	
10	<p>SAFEGUARDING Governors confirmed that they had received the information on Safeguarding which had been circulated by KB. The information could also be found in the Headteacher's report. Q. When visitors are invited to the school are they sent any safeguarding information in advance? A. No but office staff ensure that they read the safeguarding leaflet which is kept by the signing in registers. Q. Why are the DBS checks being carried out again? A. The actual checks are not being carried out again it is just that the records held in school had not been complete and the Business Manager is rectifying that. KB confirmed that governors are no longer required to undertake safeguarding training. Some governors felt however that it would still be of use to do the training.</p>	
11	<p>POLICIES The policies below which had been agreed in committees were agreed. Resources Governors' Allowances and Expenses Freedom of Information Data Protection</p>	

	<p>CFC PSHCE It was noted that the Business Manager (CJ) would be updating the policy review spreadsheet and that the timeline for HR policies was under discussion by KB, CJ and VW.</p> <p>Admission Policy KB raised the possibility of discussing a change to the admission arrangements for 2018/2019 as the school is not yet fully subscribed. After many questions, much explanation and discussion around class sizes, funding for smaller class sizes, staffing and different ways of grouping children it was unanimously agreed that governors would need much more information regarding, amongst other things, the final numbers enrolling in September 2017, the LEA predictions for school places, the financial impact of any change and what other new schools were being opened in the area.</p> <p>As pupil numbers are continuing to increase well it was agreed to visit this again in 12 months time.</p>	
12	<p>GOVERNOR TRAINING AND MJPS REPRESENTATION IN THE WIDER COMMUNITY JIH reported that she had attended a CST briefing.</p> <p>Training feedback forms Feedback form from JTh attendance at "The Effective Chair" was received. SL asked all governors to ensure that they completed a feedback form if they attended any training.</p> <p>Clerk agreed to search out Induction training for CM.</p>	Clerk to source induction training
13	<p>GOVERNORS' VISITS No notes of visits since the last meeting were received. SL asked all governors to ensure that they completed a record form when they visit the school.</p>	
14	<p>DIRECTORS REPORT Receipt of the Spring Term Director's Report was confirmed The Clerk's list of items of particular interest was received.</p>	
15	<p>DATES OF NEXT MEETINGS and AGENDA ITEMS FOR NEXT MEETING (please note change of date and tea party added) The dates of full governing body meetings for the rest of the academic year were confirmed as Thursday 29th June 2017 – approx 5.00pm Governors' Tea Party for staff 6.30pm Budget meeting 7.30 full Governing Board meeting</p>	

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In attendance

Nerrissa Bear (Assistant Head)
Anne Ferrier (Clerk)

PART 2
CONFIDENTIAL

Item	Topic/purpose	Action/by whom
1	MINUTES OF THE LAST MEETING The minutes of the meeting held on 16 th November 2016 were confirmed as a true and accurate record and signed by the Chair	
2	MATTERS ARISING None	