



**THE GOVERNING BODY OF SACKS MORASHA JEWISH PRIMARY SCHOOL**

**MINUTES OF THE MEETING HELD AT THE SCHOOL ON**

**WEDNESDAY 25 APRIL 2018**

**MEMBERSHIP**

**LA GOVERNORS**

\*Irene Mansfield

**STAFF GOVERNOR**

\*Sarah Woodward

**FOUNDATION GOVERNORS**

\*Jason Marantz (Chairman)

\*Leonie Sher

\*Annabel Ries

\*Chavi Abeles

\*Mark Nicolaides

\*Simone Gershon

\*Naomi Samuels

\*Leonard Klahr

**PARENT GOVERNORS**

\*Ben Morris

\*Elliott Goodman

\*Scott Aaron

**HEADTEACHER**

\*Hayley Gross (Headteacher)

\*denotes member present

**In Attendance**

Justin Kett (Deputy Head)

Miriam Kaye (Deputy Head)

Madhu Nambiar (Relief Clerk)

**Part I**

18/29 **WELCOME**

The Chairman welcomed Governors to the meeting and introductions were made.

The Chairman reminded Governors to arrive at the meetings on time.

18/30 **DVAR TORAH – WHAT IT MEANS TO ME**

The Chairman thanked Annabel Ries for sharing her thoughts.

18/31 **ACCEPTANCE/NON ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted on behalf of Leonie Sher and Rabbi Lawrence.

18/32 **DECLARATION OF PECUNIARY INTEREST**

There were no pecuniary interests declared by Governors in the current agenda.

18/33 **MINUTES OF THE GOVERNING BODY MEETING HELD ON 20 MARCH 2018**

The minutes of the meeting held on 20 March 2018, copies of which had been circulated prior to the meeting, were **CONFIRMED**, initialled and signed by the Chairman, subject to minor amendments.

Page 3 18/09 Structure of the Governing Body – ‘The Chairman would circulate a proposed timetable for the sub-committee meetings.’

Page 3 18/10 General Data Protection Regulation (GDPR) - Scott Aaron who had attended the GDPR training held by PAJES, added that any breaches that occurred after the directive became enforceable from 25 May, –could incur significant financial penalties.

18/34 **MATTERS ARISING**

**18/10 General Data Protection Regulation (GDPR)**

Mark Nicolaidis outlined the progress of the GDPR working party and noted that he would be discussing the plans with the Headteacher to make the School compliant by the deadline of 25 May.

A notice for parents had been drafted and would be put forward to the Governors for approval.

The Chair thanked the working group for preparing the School.

**18/23 Budget Presentation**

Revenue: Mark Nicolaidis and Miriam would arrange to meet to discuss ways to increase revenues.

*Action: Mark Nicolaides, Miriam Kaye*

Trust budget: The Chairman would attach the budget to the minutes.

*Action: Chairman*

## 18/35 **REPORT OF THE HEADTEACHER**

Governors noted the information within the Headteacher's report, April 2018, a copy of which had been previously circulated.

Arising from the ensuing discussion:

### **Context of School (Brief Overview)**

The Headteacher was asked about the staffing of the office and the progress of the recruitment of the Business Manager. The Headteacher informed the Governors that the role has been rescoped and the new finance manager was due to start the following week. The Headteacher mentioned that the Business Manager had been working with the School Finance team at the Local Authority and was therefore, already familiar with the School.

To achieve stability in the office, the School were also recruiting an administrator/secretary. The Headteacher noted that substantial savings had been made through staffing restructures but felt a good administrator was required to establish an efficient front office to support senior leadership and deal with parent queries.

The Headteacher said she would consider advertising vacancies to the parent body as suggested by a Governor; and this could include an item on the School Facebook pages.

There was a brief discussion on the proposed MAT impacting on recruitment decisions. The Governors supported the Headteacher in making decisions based on the needs of the School now.

### **Attendance**

A robust discussion was had by the Governors as they considered how term dates should be set to allow parents to follow religious practices as endorsed by the School's ethos against the learning needs of the children and convenience of staff.

The Chairman indicated that the attendance and absence figures of the School were better than the national level; the Headteacher noted that they were not among the highest among Barnet schools. The Governors requested that the Headteacher provide data for the past three years to compare the Schools historical figures. Governors asked that these included the specific data around the religious holidays.

*Action: Headteacher*

The Governors deliberated about how dates should be set and it was agreed that the term times should be set at least two years in advance and include the religious holidays.

The Headteacher and Chairman would draft term dates for 2020 and some years beyond that which would be added to a Governing Body agenda for ratification.

*Action: Chairman, Headteacher*

The Headteacher advised that the possibility of closing earlier on Fridays should also be considered at the same time. Other schools were doing this already and was an attractive aspect for staff when recruiting.

### **Looker after children (LAC) and children with special educational needs (SEND)**

The Headteacher added that there were no children in the School with an EHCP and one child who received medical pathways funding. The funding had yet to be sent to the School by the LA.

The Governors asked how the 14.8% of SEN pupils in the School compared to the national average and were informed by the Headteacher that it was only slightly higher but broadly in line with most schools. The Headteacher went on to say that anyone identified with SEN was always appropriately supported.

### **MOTION OF CONFIDENTIALITY**

RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication.

The Headteacher added that the recent visit by the children of Our Lady of Lourdes had been successful as all the children enjoyed participating in the activities.

### **Effectiveness of Leadership and Management**

Governors asked for details regarding the restructuring of middle management and the Headteacher provided a narrative of how the managers were supported in their training and noted the involvement of the Learning Network Inspector, Katie Dawbarn.

The leaders had been presented with a three-year plan for their own subject areas and monitoring plans had been drawn up to support their training and progress. Some of the middle leaders required support in presenting their ideas to their team and the Headteacher and the senior leadership were making themselves available to teach and bolster their confidence.

On being asked by the Governors, the Headteacher stated that about two hours a week were allocated to the middle leaders for planning and reviewed their learning.

The Chairman thanked the Headteacher for her Report.

#### 18/36 **SELF EVALUATION FORM (SEF)**

Governors noted the information within the Self Evaluation Summary April 2018, a copy of which had been previously circulated.

The Governors discussed the updates highlighted in the report:

##### Quality of Teaching, Learning and Assessment

Governors questioned why this was rated as Good and what was being done to make this area Outstanding. The Headteacher and Deputy Headteacher described the several initiatives in place to support teachers with their planning and monitoring of attainment and progress. The teachers were being trained to incorporate breadth in their planning; their progress was being evidenced when book looking at the children's books.

The Governors were satisfied with the plans in place to improve the teaching and expressed that at an Ofsted inspection, the Leadership would be able to demonstrate that the plans in place were effective.

##### Middle Management

Governors asked how middle managers were supported to move into more challenging roles following successful training. They were informed that the senior leadership were exploring ways of stretching middle leaders further by reflecting opportunities for development in the revised management structure. Middle managers who show initiative were supported to progress in their chosen areas.

#### **MOTION OF CONFIDENTIALITY**

RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication.

The Chairman thanked the Headteacher for her accurate and clear SEF report.

#### 18/37 **STRUCTURE – ROLES AND RESPONSIBILITIES**

The Chairman's Governing Body Proposal 2018 was tabled, received and noted.

Arising from the ensuing discussions:

### Vacancy

Chavi Abeles indicated that her tenure expired in September 2018 and she did not intend to stand for another term.

*Action: All Governors*

The Chairman thanked Simone Gershon who offered to support anyone who took on the role.

### Cycle of Meetings

The Governors considered the number of Full Governing Body meetings to be held was the present year and areas of focus in those meetings. It was agreed they would be organised as follows:

30 May 2018

- Lummudei Kodesh
- EYFS
- School Development Plan

11 July 2018

- Health and Safety
- Safeguarding
- Outcomes
- Key Priorities

### Portfolio Leads

The Chairman had suggested that all Governors were given a portfolio of a key area of responsibility but which does not preclude them taking an interest or commenting on any other area. Governors would be encouraged to consider the impact of any matters discussed at meetings on their portfolio and incorporate these in upcoming full governors meetings.

Any questions raised by the allocation of responsibilities should be addressed to the Chairman by email.

## 18/38 **GOVERNOR SCHOOL VISITS**

The Governing Body Annual School Visits Cycle Policy was tabled, received and noted.

The Chairman indicated that any Governor who intended to visit the School should inform the Headteacher before proceeding any further.

Following a brief discussion regarding the guidance to Governors, the policy was RATIFIED.

## 18/39 **ANY OTHER BUSINESS**

### School Security

Elliott Goodman submitted a brief verbal report about the Community Security Trust (CST) meeting he had attended. The types of funding available to Jewish faith schools from the government and how long they would be available was discussed. The Governors agreed that the School should start preparing the application pack before the grants expired.

The Chairman would forward Elliott Goodman's written report to the Governors.

*Action: Elliott Goodman*

The risk assessments taken before school trips were discussed briefly and the Governors agreed that the School should take any additional precautions beyond the CST recommendations if the Headteacher and the School's leadership felt this was pertinent on any occasion.

### **MOTION OF CONFIDENTIALITY**

RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication.

[The Headteacher and Deputy Headteacher left the meeting.]

### Training

The Clerk would ask the Governor Services Manager to inform the Chairman which training services they were signed up to.

The Chairman would investigate any online training that would be suitable for the Governors.

### Chairman's Role

The Chairman informed the Governors that he regretfully felt he had less time to commit fully to the role as he would wish and said that the Governing Body needed to think about succession planning. At the Governor's request, the Chairman agreed to steer through the MAT application before relinquishing his post.

It was agreed that nominations could be sent to the Chairman who would follow the same process as that described in Item 18/37.

18/40 **DATES OF MEETINGS**

Confirmed as Wednesday 30 May 2018.

*There being no other business, the meeting closed.*

***[Signed copy held in School office]***