

Head Teacher Governor (1)	Community Governors (8)	Co-opted Governors (3)
Jo Sassienie	Stephen Frosh (Chair)	Vacancy @ 2
	Emma Cravitz (Vice-Chair)	Julia Alexander
Staff Governor (1)	Lawrence Bloom	Present
Moses Kiroosingh	Jen Brodtkin	Deniz Ozturk (Business Manager)
	+Paul Dossett	Helen Graff (Deputy Head)
Parent Governors (2)	Steve Miller	
Keren Querfurth	Gavin Presman	Also Present
Amelia Lasserson	Rebecca Taub	Clerk- Andrew Merkley
+denotes absence		

## Part 1

### 0. Dvar Torah

1.1.1 Rebecca Taub delivered the Dvar Torah.

### 1.1 Welcome

1.1.1 The Chair welcomed all governors and attendees to the meeting. Amelia Lasserson was especially welcomed to the meeting as this was her first meeting as a parent governor.

### 1.2. Apologies for absence

1.2.1 Apologies for absence were received and accepted from Paul Dossett.

### 2. Declaration of interests, pecuniary or otherwise in respect of items on the agenda

2.1 There were no new declarations made in relation to items on the agenda.

### 3. Minutes from the previous meeting

3.1 The minutes from the **21 May 2019** were agreed as an accurate record of proceedings and duly signed by the Chair.

### 4. Matters arising

4.1 List of agreed Actions **21 May 2019** with comments against progress.

4.2	upload the public minutes of the Governing Body meetings onto the School's public facing website. <b>The School Business Manager AGREED to do this. OUTSTANDING ACTION.</b>	<b>School Business Manager</b>
4.3	forward the contact details for the Data Protection officer for the School to Steve Miller so that the exact requirements of the role can be firmed up. <b>OUTSTANDING ACTION.</b>	<b>School Business Manager</b>
4.4	Steve Miller <b>AGREED</b> to facilitate a short discussion at the next meeting, concerning how Governors should engage with other members of the School Community appropriately including how to best develop lines of communication and action going forward. <b>CLOSED</b>	<b>Clerk to schedule for next meeting.</b>
5.2.2	Budget 19-20 to be received and approved at the next FGB meeting. <b>CLOSED</b>	<b>Clerk to Schedule</b>
8.1.1	Complaints policy to be received at the next FGB meeting. <b>CLOSED</b>	<b>Clerk to Schedule</b>
9.2	Draw up draft advert for vacant governor posts <b>CLOSED.</b>	<b>Steve Miller</b>

### 5. Reports from committees

#### 5.1 Achievement committee

5.1.1 Jen Brodtkin gave a verbal update from the committee meeting which met on the previous day.

5.1.2 The committee received the unverified data for the KS2 SATS and the internal EYFS and KS1 data. Governors were very happy with the results which had surpassed expectations. It was noted that all of the internal targets had been met except for reading in Key Stage 2.

5.1.3 Thanks were given to all members of staff for the high standards met.

5.1.4 The committee considered the strategic priorities for the next academic year.

- 5.1.5 The Headteacher **AGREED** to circulate the national and local comparison data to the next meeting for consideration.
- 5.1.6 The committee considered progress towards meeting the expectations of the new Education Inspection Framework, it was **AGREED** that a presentation of the key changes for Governors to be aware of would be given at the next meeting.

## 5.2 Finance Committee

- 5.2.1 The Chair presented the update from the finance committee.
- 5.2.2 The main item on the finance agenda was the receipt and interrogation of the proposed budget for 2019-20. It was noted that the School's financial position had improved markedly with the receipt of £50k gift aid already received, resulting in a £8k surplus.
- 5.2.3 A balanced budget has been set for 2019-20. The committee also considered the 5 year financial plan and considered the medium term challenges facing the School's financial position. Governors noted the staffing change that have been made to ensure that a balanced budget was set.
- 5.2.4 **Governors challenged the School Leadership with regards to the agency staff budget compared with the outturn 2018-19.** The School Leadership informed governors that there were significant, unexpected staffing absences that had impacted on the School in 2018-19. It was confirmed that this could not have been predicted hence a lower agency expenditure was anticipated in the next year.
- 5.2.5 There was a general discussion around the possibility for a loose federation of Schools which may benefit from a combined buying power. It was **AGREED** that this was a matter that could be borne in mind should the budget pressures increase over the next few years and the areas where potential savings could be made have been exhausted.
- 5.2.6 It was noted that the fundraising working group would be meeting in September and consideration has been given to a 10<sup>th</sup> year anniversary fundraising meal. The School have also received some funding for legacy arts funding and a generous donation from a parent which will be used to fund a music teacher.

## 5.3 Admissions Update

- 5.3.1 The Chair of the Admissions committee presented the report from the committee. It was noted that the reception for 2019-20 is full. Governors noted the destination Schools for the outgoing students. The Headteacher **AGREED** to circulate the breakdown of the destination Schools to the Governors.

## 6. Headteacher's Report

- 6.1 The Headteacher presented her report highlighting the key points.
- 6.2 Governors noted that there have been 2 separate incidents of broken bones (in different children) in the last term.
- 6.3 Governors noted the SATS, EYFS and phonics data.
- 6.4 The staffing situation for the start of 2019-20 was noted. It was recorded that 2 teachers will be going on maternity leave who will be covered by 2 NQTS.
- 6.5 It was **AGREED** that a Reggio Emilia update report will be presented at the next meeting.
- 6.6 The School have appointed a permanent TA following a successful interview process.
- 6.7 Middle leadership and subject leadership change have been made with the School continuing its focus on developing subject leadership roles in the School.
- 6.8 Staff have received full training on the new Ofsted Inspection Framework.

## Strategic Priorities for 2019-20

- 6.9 There was a discussion around the strategic priorities for 2019-20. It was **AGREED** that the priorities would include the development of the middle leadership and the sharing out of leadership responsibilities and strategic direction for the School. Governors learned that subject leads would be forging links with subject leads from other local Schools to share good practice and learn from each other.
- 6.10 **Governors challenged the School Leadership with regards to the pupil attendance at the School.** The Headteacher **AGREED** that attendance was an area for improvement and informed Governors that she would be adding information into the parents' handbook on the importance of good attendance and the deleterious impact of poor attendance on attainment. It was further discussed that the School may need to consider implementing fines for families that take unauthorised time out of term time. Unauthorised absences are an issue for a number of families. The School Leadership confirmed that the aim for attendance overall would be between 96-97% for children of compulsory Schooling age.
- 6.11 Governors noted the staff training plan for the new academic year which will include training in Forest Schools.
- 6.12 Introduction of new Maths scheme- Essentials. The Deputy Headteacher, in a response to Governor challenge, informed that she would be taking a less hands on approach to delivering maths and handing this over to the subject lead.

## Exclusions

- 6.13 The Headteacher informed Governors that 2 children had each been given 1 day fixed term exclusions for physical aggression. It was noted that the exclusions had been given in line with the School's behaviour policy, meetings with the Headteacher, parents and child had taken place on return to School, and clear support and behaviour plans implemented with identified external agency support in place.

## 7. Budget Approval

7.1 The budget for 2019 -20 was received in advance having scrutinised in depth by the Finance committee. Governors **APPROVED** the budget.

## 8. Policies to adopt

### Complaints policy

### Relationship and sex education policy

8.1 The Complaints policy was **APPROVED** subject to any changes to being made.

8.2 The Relationship and sex education policy will be reviewed at the next meeting once it has been completed.

8.3 The policy tracker will be brought to the next meeting for approval.

## 9. Governance

9.1 It was noted that Gavin Presman and Steve Miller's terms were coming to conclusion and they were asked to consider whether they would be putting themselves forward for reappointment.

9.2 Governors were thanked for participating in the skills audit which was presented to them in an anonymised format. It was noted that the Governing body could benefit from developing or recruiting a person with expertise in the area of finance and HR issues. SM **AGREED** to circulate the outcome of the skills audit to Governors. It was also considered that there may be a gap in Governors' knowledge of the delivery of Jewish education.

9.3 There was a general discussion around recruitment to the Governing body. It was **AGREED** that the Governing Body was in a strong position at the moment and that adding further Governors to the current body was not an immediate concern. It was however, **AGREED** that there would be upcoming areas where the Governing body would require a succession plan, for example finance and safeguarding where training may be required for Governors in post.

9.4 Governors were reminded that they were bound by confidentiality and that discussion within the meetings was not to be repeated outside the meeting. Governors were reminded that any conversations outside the meeting concerning the School should be dealt with through the right channels and that any issues that could be considered a complaint must be dealt with in line with the complaints policy. Governors were advised that any issues should be referred to the Headteacher as a first point of contact.

## 10. Governor visits, development and training

10.1 RT undertook a Safeguarding visit to the School.

10.2 A number of members of the Governing Body attended the HEP, Black and Minority Ethnic conference which, it was reported, had been a valuable experience highlighting the HEP focus on narrowing the gap for black Caribbean boys and Turkish speaking students.

## 11. Publications to note

11.1 Governors received the LCOGS update for Summer term 2, Academies Financial Handbook and "Off rolling- exploring the issues".

## 12. Any other business

12.1 The Chair **AGREED** to circulate potential dates for the Governors' ethos day.

## 13. Dates/times of future meetings

13.1 The GB noted the next meeting will be on the 24 September 2019.

Term 1	Term 2	Term 3 (to be confirmed)
17 Sept 19 – FC	28 Jan 20 – FC	12 May 20 - FC
24 Sept 19 FGB	02 Mar 20 – AC	19 May 20 -FGB
03 Oct 19 – AC	12 Mar 20 – FC	25 June 20 – FC
26 Nov 19 – FC	24 Mar 20 – FGB	13 July 20 - AC
3 Dec 19 - FGB		14 July 20 - FGB

13.2 The Headteacher remarked that some changes to the calendar would be required due to the days which the School Business Manager worked. The Headteacher **AGREED** to send some further dates.

There being no further business the meeting closed at 2110

Signed:  
**CHAIR**

Date:

**Action(s) 16 July 2019**

4.2	upload the public minutes of the Governing Body meetings onto the School's public facing website. The School Business Manager AGREED to do this. OUTSTANDING ACTION.	School Business Manager
4.3	forward the contact details for the Data Protection officer for the School to Steve Miller so that the exact requirements of the role can be firmed up. OUTSTANDING ACTION.	School Business Manager
July 2019 actions		
5.1.5	circulate national and local comparison data ahead of the next meeting for consideration	Headteacher
5.1.6	Ofsted Education Inspection Framework presentation to be given at the next meeting	Clerk to schedule
5.3.1	Circulate destination school data	Headteacher
6.5	Reggio Emilia update report to be received at the next meeting	Clerk to schedule
8.2	Relationship and sex education policy will be reviewed at the next meeting	Clerk to schedule
9.2	Circulate the outcome of the skills audit	Steve Miller
12.1	Circulate possible dates for the Governors' ethos day	Chair
13.2	Circulate amends to meeting schedule 2019-20	Headteacher