

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 Kiro Singh	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	Vacancy	Clerk- Andrew Merkley
+denotes absence		

Part 1

0. Dvar Torah

1.1.1 The Chair commenced the meeting by delivering the Dvar Torah.

1.1 Welcome

1.1.1 The Chair welcomed all governors and attendees to the meeting.

1.2. Apologies for absence

1.2.1 Apologies for absence were received and accepted from Paul Dossett, Julia Alexander and Steve Miller.

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. Governors' register of interests

3.1 Those Governors in attendance completed the declaration of interests form for the Register of Business interests to be published on the School's website. The Clerk **AGREED** to follow up with those Governors not present.

3.2 The Clerk **AGREED** to check with the School Business Manager whether there exists a register for charity trustees disqualification.

4. Election of Chair/ Vice Chair

4.1 Stephen Frosh was elected as Chair for the term of one year.

4.2 Emma Cravitz was elected as vice- chair for the term of one year.

5. Membership of the Governing Board

Committees

5.1 Governors noted that a panel of Governors would be convened on an ad hoc basis.

5.2 The membership of the pay panel was **AGREED**.

5.3 It was **AGREED** that Paul Dossett would continue to Chair the Finance and Staffing Committee and Jen Brodtkin would continue to Chair the Curriculum and Achievement committee **until she steps down from the Governing Body at the end of 2019**.

5.4 The committee membership was **AGREED**.

5.5 There was a discussion around the need for the Finance committee to be clerked so that an accurate record of actions and discussion is kept. The Headteacher **AGREED** to discuss the issue with the School Business Manager.

Terms of Reference

5.6 It was **AGREED** that the committee terms of reference would be reviewed at the next committee meetings to be agreed at the next Full Governing Body meeting.

Scheme of Delegation

5.7 The Scheme of Delegation was **APPROVED** with some minor changes.

6. Minutes of the Last meeting

6.1 The minutes of the last meeting held on 16 July 2019 were **APPROVED** as an accurate record and duly signed by the Chair.

7. Matters arising

7.1 List of agreed Actions **16 July 2019** with comments against progress.

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	CLOSED – minutes have been published on the website
4.3	forward the contact details for the Data Protection officer (DPO) for the School to Steve Miller so that the exact requirements of the role can be firmed up. OUTSTANDING ACTION.	School Business Manager	CLOSED- Steve Miller has met with the School Business Manager around the GDPR link role and has the details for the DPO
July 2019 actions			
5.1.5	circulate national and local comparison data ahead of the next meeting for consideration	Headteacher	CLOSED
5.1.6	Ofsted Education Inspection Framework presentation to be given at the next meeting	Clerk to schedule	CLOSED
5.3.1	Circulate destination school data	Headteacher	CLOSED- governors received a breakdown of the secondary destination
6.5	Reggio Emilia update report to be received at the next meeting	Clerk to schedule	Open
8.2	Relationship and sex education policy will be reviewed at the next meeting	Clerk to schedule	CLOSED
9.2	Circulate the outcome of the skills audit	Steve Miller	CLOSED
12.1	Circulate possible dates for the Governors' ethos day	Chair	CLOSED (March 13th) Open—Headteacher—to circulate date
13.2	Circulate amends to meeting schedule 2019-20	Headteacher	CLOSED

8. PRESENTATIONS

Ofsted Inspection Framework

Safeguarding update presentation

Safeguarding

8.1 Governors received a short training session on Safeguarding and updates in the Keeping Children Safe in Education guidance.

8.2 It was noted that all staff will be receiving updated Safeguarding training.

8.3 Jo Sassenie was **APPOINTED** as the Designated Safeguarding Lead.

8.4 Governors were encouraged to take up training opportunities in safer recruitment

8.5 **Governors questioned the School Leadership as to whether there were any specific trends in Safeguarding concerns at the School.** The School Leadership informed Governors that there were not a high number of concerns in the School Community and in those where there were they were very much family specific.

Ofsted Inspection Framework

- 8.6 Governors received an update around the new Curriculum framework. It was noted that under the new framework Ofsted would be paying particular focus on the curriculum's¹ intent, implementation and impact and there will be less of an emphasis on data.
- 8.7 Governors were informed of the process of the Section 8 inspection.
- 8.8 It was noted that OfSTED would now be assessing against 4 key areas
- 8.9 Staff have received training on the new framework.

9. Reggio Emilia update report

- 9.1 It was **AGREED** that the Reggio Emilia update report would be received at a future meeting. The Clerk **AGREED** to schedule.

10. Reports from committees

10.1 Achievement Committee

- 10.1.1 Not met since the last meeting.

10.2 Finance Committee

- 10.2.1 Not met since the last meeting
- 10.2.2 It was noted that the fundraising working group has not met since the last meeting but a new dates is being sought for this. There was a further discussion around applying for grants and bringing in further funding. It was **AGREED** that the fundraising group would look into grants and fundraising. The Headteacher **AGREED** to contact Highgate Primary School to investigate their employment of a designated development officer to work on grants applications.

11. Headteacher's Report

The School Development Plan summary of aims was circulated in advance

- 11.1 The Headteacher presented her report highlighting the key points. The Headteacher highlighted the key points and gave a verbal update of progress.
- 11.2 After school provision is proving successful with 25-30 children signing up to the provision.
- 11.3 AIM: Develop and implement a 2 year plan to audit and strengthen the curriculum to ensure coherence, breadth, sequencing and delivery.
- 11.4 AIM: Develop the website to better showcase the School and training opportunities available.
- 11.5 Governors questioned the School Leadership in relation to developing the School's newsletter as a fundraising opportunity. The Headteacher **AGREED** to raise the matter with SLT. It was **AGREED** that fundraising could be an agenda item on the next AGM
- 11.6 AIM: Broaden the scope of the religious education curriculum to cover other faiths.
- 11.7 **Governors were pleased to see a focus on mental health and support for children experiencing mental health difficulties.**
- 11.8 **Governors challenged the School Leadership in relation to the School's website and developing this to include a few words from the School Leadership on a regular basis.** The Deputy Headteacher **AGREED** to start a regular update on the School's website.
- 11.9 AIM: Develop good behaviour across the School through a robust programme of training for staff to deal with difficult behaviours.
- 11.10 AIM: Develop a vision for the School.
- 11.11 Governors noted the performance data for 2018-19. **Governors congratulated the School on a very encouraging set of results**
- 11.12 The Attendance target for the year was **AGREED** as 97% It was noted that the School achieved a whole school attendance figure of 96.2% for the previous year. **Governors raised concern over the number of unauthorised attendance.** The School informed Governors that reducing this would continue to be a priority for the School and would be considering the introduction of fines to tackle this.
- 11.13 Governors **APPROVED** the key aims and the School Development Plan.

12. Policies to adopt

Complaints policy

Relationship and sex education policy

- 12.1 The Complaints policy was **APPROVED** subject to any changes to being made.
- 12.2 The Relationship and sex education policy to be **APPROVED** at the next meeting as some changes are required. The Clerk **AGREED** to schedule.

- 12.3 Governors **APPROVED** the pay policy and the appraisal and capability policy.
- 12.4 The Clerk **AGREED** to schedule the Child Protection and Safeguarding policy for the next meeting.

13. Governance

- 13.1 The Chair informed Governors that he would commence the recruitment process for new governor. It was **AGREED**, having reviewed the skills audit response, that it would be beneficial to have someone with experience in finance and HR. The Chair **AGREED** to send around a proposal for the advert for Governors' comments.

13.2 New Link Governor roles

- 13.2.1 Governors noted and **AGREED** the following link governor roles:

Name	Role	End of current term	Link
Stephen Frosh	Chair of Governors	December 2022	Governance
Emma Cravitz	Vice Chair/Member	December 2021	SEN, Admissions, BAME
Julia Alexander	Community Governor		Fundraising
Lawrence Bloom	Community Governor/Member	December 2020	Middle leadership, safeguarding (provisional)
Jen Brodtkin	Community Governor	December 2019	Achievement, safeguarding (to end of 2019)
Paul Dossett	Community Governor	December 2022	Finance
Steve Miller	Community Governor	December 2023	Jewish education; Head support
Gavin Presman	Community Governor/Member	SeptemberDecember 2020	Outdoor education; Reggio Emilia
Amelia Lasserson	Parent Governor	June 2023	Achievement
Keren Querfurth	Parent Governor	March 2022	Maths; High achieving children
Moses Kiro Singh	Staff governor	February 2022	Premises

13.3 Governors' code of conduct

- 13.3.1 The Clerk **AGREED** to recirculate the code of conduct and a register to be signed at the next meeting.

13.4 Publication of Governors' details for the School website and Get Information About Schools

- 13.4.1 Governors reminded were reminded of the need to publish Governors' information on the School's website and on the DfE Get information About Schools website.

13.5 Ensure Governors have an up to date DBS and Section 128 checks

- 13.5.1 All Governors DBS and Section 128 checks are up to date.

13.6 Governing Body year planner

- 13.6.1 Governors noted the model year planner from HEP.

14. Governor visits, development and training

- 14.1 There have been no visits since the last meeting. The Chair **AGREED** to circulate a provisional schedule of Governors visits for approval.

15. Publications to note

- 15.1 Governors received the LCOGS update for Autumn term 1.
- 15.2 Governors received the updated Keeping Children Safe in Education statutory guidance and **AGREED** to read parts 1 and 2.

16. Any other business

- 16.1 There was none.

13. Dates/times of future meetings

- 13.1 Governors noted the dates of upcoming meetings.

Term 1	Term 2	Term 3
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24 Sept 19 FGB	28 Jan 20 – FC	12 May 20 - FC
16 October 19 – AC	02 Mar 20 – AC	19 May 20 -FGB
26 Nov 19 – FC	17 Mar 20 – FC	24 June 20 – FC
3 Dec 19 - FGB	24 Mar 20 – FGB	6 July 20 - FGB
		14 July 20 - AC

13.2

There being no further business the meeting closed at 2145.

Signed:
CHAIR

Date:

Actions

6.5	Reggio Emilia update report to be received at the next meeting	Clerk to schedule	Open
12.1	Circulate possible dates for the Governors' ethos day	Chair	Open- Headteacher to circulate date
3.1	Follow up register of interest forms with governors not present	Clerk	IN PROGRESS
3.2	Check with SBM whether there exists a register for charity trustees disqualification.	Clerk	OPEN
5.5	discuss the clerking of finance and staffing committee with the School Business Manager	Headteacher	OPEN
5.6	Committee terms of reference to next FGB	Clerk to schedule	OPEN
9.1	Reggio Emilia update report would be received at a future meeting	Clerk to schedule	Open
10.2.2	contact Highgate Primary School to investigate their employment of a designated development officer to work on grants applications	Headteacher	OPEN
11.5	Fundraising to be raised with SLT	Headteacher	Open
11.5	Fundraising agenda item on AGM agenda	Headteacher/ CHAIR	Open
11.8	School's update/ blog to be written on the School's website	Helen Graff	Open
12.2	SRE policy to be approved at the next meeting	Clerk to schedule	Open
12.4	Child protection and safeguarding policy on the next agenda	Clerk to schedule	Open
13.1	Send process and advert for new governor recruitment to Governors for comment	Chair	Open
13.3.1	Code of conduct and register for signing to be circulated	Clerk	Open
14.1	Chair to circulate a proposal for Governors visits	Chair	Open