

**Minutes of meeting held via ZOOM on line
on Tuesday 22 September 2020 at 7pm**

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| Head Teacher Governor (1) Jo Sassienie (HT) (JS) | Community Governors (8) Stephen Frosh (Chair) (SF) Emma Cravitz (Vice-Chair) (EC) | Co-opted Governors (3) Jennifer Gerber (JG) Julia Alexander (JA) |
| Staff Governor (1) Moses Kiro Singh (MK) | Lawrence Bloom (LB) Paul Dossett (PD) | Present Deniz Ozturk (SBM) (DO) Helen Graff (DHT) (HG) |
| Parent Governors (2) Keren Querfurth (KQ) Amelia Lasserson (AL) | Steve Miller (SM) Gavin Presman (GP) Brian Lerner (BL) | Also Present |
| +denotes absence | | Chris Lambert (Clerk, HEP) (CL) |

Part 1 – Public matters

0. DVAR TORAH

0.1 The meeting commenced with the Dvar Torah given by Gavin Pressman, in his final meeting as governor for the school.

1. Welcome, Introductions and Apologies for Absence

1.1 The Chair welcomed all to the meeting and introduced Jennifer Gerber as the new Co-opted Governor at her first meeting on a four year term to 21 September 2024. Governors expressed their thanks and appreciation to Gavin Presman for whom this was his last meeting as Governor for the school after over 10 years of service, both as Chair and governor. GP suggested that he was leaving at a time when the governing body was strong as ever with a diversity of both action and thought that bodes well for the future.

2. Declarations on Interest, Pecuniary or otherwise in respect of items on the Agenda

2.1 None were made.

3. Minutes of the previous Meeting (06.07.20)

3.1 The Minutes of the previous meeting were approved, and will be signed by the Chair using an electronic signature and returned to the school. It was noted that the Inclusion Lead (item 7.1) gave the required notice of departure to the school, though this left little time to recruit to the post for a September 2020 start.

4. Matters Arising from the Minutes

| Item | Action | Update |
|------|---|--|
| 4.1 | The revised Behaviour Policy, Home School Agreement and Handbook to be circulated to Governors. | These are being actioned; Governors will receive them once final drafts complete |
| 5.2 | School to issue a letter to parents before 20 July on the issue of Quality Contributions. | Issued |
| 5.3 | The Budget 2020 / 21 was APPROVED | Noted |

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|------|--|---|
| 5.4 | To approach the Jewish Child Day Fund for a PPE related grant | Not required as LBH has provided PPE. SBM will approach them now given probable reduction in funding support. |
| 5.5 | School to secure a new firm to do the internal audits. | To be actioned; discuss at Finance C'ttee meeting |
| 6.3 | Parents meeting on 15 July to be re-scheduled | Took place 22 July, 95 parents attended |
| 6.10 | Date for Achievement Committee meeting to be confirmed | Took place |
| 8.5 | Julia Alexander to act as the BAME Link Governor | Noted |
| 9.1 | Governors to receive the revised Safeguarding Policies, for comment | Safeguarding policy circulated |
| 12.2 | Governors invited to the Safeguarding training session, on-line on 4 September at 9am. | Governors attended with teachers present |
| 14.1 | To circulate the proposed Governor and Committee meeting dates | On Agenda |

5. Election of Chair and Vice Chair for the academic year 2020 / 2021

5.1 Nominations were sought for the role of Chair: JS nominated SF and LB seconded the nomination. There were no other nominations received and **Stephen Frosh was elected Chair**.

5.2 Nominations were sought for the role of Vice Chair: SF nominated EC and KQ seconded the nomination. There were no other nominations received and **Emma Cravitz was elected Vice Chair**

6. Governor Code of Conduct and KCSiE 2020

6.1 It was noted that an updated Code of Conduct had been released by LBH which included the issue of virtual meetings. Governors were required to confirm by signature they had read the Code so that this could be recorded on the Register.

Action: Clerk to check that the circulated Code was the updated version and confirm to Governors

6.2 It was noted that the DoE had issued an updated KCSiE document, August 2020. Governors were required to read Part 1 and the Appendix of the document can confirm this action to DO so that a register can be updated.

Action: Governors to read KCSiE Pt1 and Appendix and confirm action to DO (SBM)

7. Governor Register of Interests

7.1 The annual Register of Business Interests needs to be updated and uploaded to the website.

Action: Governors were asked to complete the issued form and return it signed to DO (SBM)

8. Instrument of Government (IoG) / Memorandum and Articles of Association

8.1 Eden PS is an Academy and so bound by its Memorandum and Articles of Association. These are on the school website (About Us section). An IoG was issued to state maintained schools.

Action: Governors to read the Memorandum and Articles of Association to remind themselves of the school's constitution

9. Headteacher's Report

9.1 JS gave a verbal report. It was noted that the children had made a positive and promising return to school on 7 September, working well with the transition programme in designated bubbles which operate across the site. The pre and post school clubs were providing support to parents and

children. After the initial excitement some children were expressing deeper concerns and anxiety, having reflected on the impact of lockdown and protracted absence from school.

9.2 Staff meetings were taking place on Zoom; some staff had been on sick leave and this was causing an issue of cover in the bubbles. Additional costs will be incurred as supply teachers will be required to ensure sufficient cover is in place.

9.3 The school procedures of cleanliness and social distancing are being reinforced, in line with LBH and Government guidance and being monitored and managed to ensure the best welfare for all on site.

9.4 Governors BL, SM and AL reviewed the Risk Assessment which has been issued and circulated. Governors were asked to feed any additional comments via the Chair. It was noted that music teaching and PE had been risk assessed; contingency plans for remote working were included in the Plan; the welfare of staff was included; and the Recovery Plan was being developed to be included in SDP 2020 /21. A focus on evaluation and review of pupil progress was still being developed. A priority was to address the mental and physical welfare of the staff to ensure that there was a full complement on site to meet the needs of the children.

Action: Governors to give feedback on the Risk Assessment as it evolves to address the changing situation at school.

9.5 As required by Government the Remote Learning plan will be available by 30 September and describes the actions required to support home learning if the school has to close again. A policy to support the Plan is being developed which will set out the use to be made of both the on line resources - google classroom and See Saw.

9.6 Meetings with parents have been via Zoom: this approach will be extended for as long and as often as required.

9.7 Governors noted that the SDP had been RAG rated and reported positively on the outcomes of 2019 /20. The priorities for 2020 /21 would primarily address the impact of Covid-19 and ensure that process and procedures were both appropriate and embedded in school practice.

Action: Achievement Committee will review the SDP at its meeting on 12 October and report to FGB on 3 December.

9.8 It was noted that good work was being done across the school to support the SEND and vulnerable children.

Action: Achievement Committee to review the SEND agenda; the outgoing Inclusion Lead to be invited to the Committee meeting.

9.9 A parent survey would be undertaken after October to assess school 's performance in addressing the Covid situation.

Action: parent survey to be circulated after October

10. Reports from other Committees

10.1 Achievement Committee

Nothing to report as no meeting has taken place since the last FGB.

10.2 Finance Committee

DO (SBM) reported that Government were making some new financial offers to support schools through this exceptional period:

a) an exceptional payment of £80 per pupil in academic year 2020/21 to help schools for:

- i) on line reading resources
- ii) supply of own copies of reading texts
- iii) own supply of maths resources
- iv) to enhance the outdoor curriculum

b) targeted mentor support for schools in areas of high deprivation – not applicable to Eden

c) additional early language support to schools with pupils with poor English skills – not applicable to Eden

This would be discussed further at the Finance Committee meeting of 26 November.

10.3 The catering contract was due for Tender this year; Governors were invited to support DO in preparing the Tender document and support the process.

Action: Governors to contact the Chair if they wish to volunteer support to DO on the catering contract tender exercise.

10.4 DO reported that the support staff had received a 2.75% pay award, back dated to 1 April 2020. The teacher pay award 2020 /21 had yet to be confirmed but a 2.75% award was expected. The budget for both teachers and support staff had been set at 1.5%. If these awards are ratified the 2019/ 20 carry forward deficit would increase by £5.6k and the current year deficit budget would carry £8k additional pay costs.

11. Policies

11.1 Governors were asked to comment on a range of policies that were due for approval prior to release to the school website:

Safeguarding, Behaviour, Communication, Staff Code of Conduct, SEND and GDPR.

11.2 It was agreed that Governors be given until 5pm on Friday 25 September to review and revert to the school with any comments on the draft policies. If no comments were received the six named policies were APPROVED.

Action: Subject to any comments received by 5pm on 25 September the six named policies were APPROVED

12. Link Governors

12.1 The Governors agreed on their areas of responsibility for 2020/ 2021

| Name | Role | End of current term | Link |
|------------------|---------------------------|---------------------|--|
| Stephen Frosh | Chair of Governors | December 2022 | Governance |
| Emma Cravitz | Vice Chair/Member | December 2021 | SEN, Admissions |
| Julia Alexander | Community Governor | March 2023 | Fundraising , BAME |
| Lawrence Bloom | Community Governor/Member | December 2020 | Middle leadership |
| Paul Dossett | Community Governor | December 2022 | Finance |
| Steve Miller | Community Governor | December 2023 | Jewish education; Head support, Safeguarding |
| Brian Lerner | Community Governor | December 2023 | Finance, Health and Safety |
| Jennifer Gerber | Community Governor | September 2024 | Outdoor education |
| Amelia Lasserson | Parent Governor | June 2023 | Achievement; Early years, Recovery and remote learning |
| Keren Querfurth | Parent Governor | March 2022 | Maths; High achieving children; Premises |
| Moses Kiro Singh | Staff governor | February 2022 | Premises |

13. Governance

13.1 No breaches to GDPR had occurred.

14. Risk Register

14.1 There were no issues to report

15. Governor visits and training

15.1 It was noted that as guided by Government meetings at other schools were on hold until further notice

15.2 Governor visits to the school were restricted to essential visits only until further notice

15.3 BAME issues: JA and HG had meet on 6 October via Zoom to discuss BAME issues.

Action: a report to FGB on BAME issues to FGB on 3 December

16. Publications

16.1 Governors were encouraged to participate in the comprehensive training programme being provided by HEP. Safeguarding training was of particular relevance for all governors.

17. Dates of meetings 2020 /21

17.1 These were presented on the Agenda.

There being no further items for Part 1 the meeting closed at 8.30 pm.

There were matters to be considered under Part 2 – Confidential matters

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Signed:

Stephen Frosh

Date: 22.09.2020

CHAIR OF THE GOVERNING BODY

ACTIONS LIST – 22 September 2020

| ITEM NO. | ACTION | ASSIGNED TO |
|----------|---|---------------|
| 6.1 | Clerk to check that the circulated Code of Conduct was the updated version and confirm to Governors | Clerk |
| 6.2 | Governors to read KCSiE Pt1 and Appendix and confirm action to DO (SBM) | Govs / DO |
| 7.1 | Governors were asked to complete the issued Register of Interests form and return it signed to DO (SBM) | Govs/ DO |
| 8.1 | Governors to read the Memorandum and Articles of Association to remind themselves of the school's constitution | Gov's |
| 9.4 | Governors to give feedback on the Risk Assessment as it evolves to address the changing situation at school | Gov's |
| 9.7 | Achievement Committee will review the SDP at its meeting on 12 October and report to FGB on 3 December | Committee |
| 9.8 | Achievement Committee to review the SEND agenda; outgoing Inclusion Lead to be invited to the Committee meeting on 12 October | Committee |
| 9.9 | Parent survey to be circulated after October | JS |
| 10.3 | Governors to contact the Chair if they wish to volunteer support to DO on the catering contract tender exercise | Gov's / Chair |
| 11.2 | Subject to any comments received from Governors by 5pm on 25 September the six named policies were APPROVED | Gov's |
| 15.3 | A report to FGB on BAME issues to FGB on 3 December | JA/ HG |

