

**Minutes of meeting held via ZOOM on-line  
on Monday 6 December 2021 at 7.00pm**

<b>Head Teacher Governor (1)</b> Jo Sassienie (HT) (JS)	<b>Community Governors (8)</b> Stephen Frosh (SF) Emma Cravitz (EC)	<b>Co-opted Governors (3)</b> Julia Alexander (JA)
<b>Staff Governor (1)</b> Moses Kiro Singh (MK)	Lawrence Bloom (LB) +Paul Dossett (PD)	<b>Present as Observors</b> Gabriel Rozenberg
<b>Parent Governors (2)</b> Amelia Lasserson (AL) Celia Newman (CN)	Steve Miller (Chair) (SM) Brian Lerner (BL)	Tim Cama Simone
<i>+denotes absence</i>		<b>Clerk</b> Chris Lambert (HEP) (CL)

**Part 1 – Public matters**

**0. DVAR TORAH**

0.1 The meeting commenced with the Dvar Torah given by the Chair, Steve Miller.

**1. Welcome, Introductions and Apologies for Absence**

- 1.1 The Chair welcomed all to the meeting and introduced the three Observors as persons who had expressed an interest in the school as potential new Governors.
- 1.2 Apologies for absence were received and accepted from PD.
- 1.3 Those governors who have yet to do so were reminded to use Governorhub to confirm having read the Governors Code of Conduct, to complete their annual Declaration of Business Interests and the confirm having read the DfE document Keeping Children Safe in Education (Sept 2021 edition).
- 1.4 SM gave a brief overview of the benefits of governorhub as the on-line portal containing governor training records, personal profiles, policies and meeting documents.

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

2.1 None were made.

**3. Minutes of the Meeting of 4 October 2021**

3.1 The Minutes were accepted as being an accurate record of the meeting and were **Approved**. The Chair will provide an electronic signature to the Minutes which on signature will retained by the school for filing.

**3.2 Matters Arising from the Meeting of 4 October 2021**

**Actions**

- 8.2 JS, HG, SM to discuss drafting an edited version of the SDP for wider circulation: **SM reported this is a work in progress**
- 9.2 JS and SM to discuss the Ofsted inspection preparations: **JS and SM still to discuss**
- 9.15 JS to send Governors the HT's Summer report on pupil outcomes to parents: **actioned**
- 12.3 JS and SM to discuss the approach to the December FGB and AGM: **actioned**

12.8 SM and JS to discuss and prepare an agenda for the Governors Vision Day on 12 November: **to be re-scheduled and on the agenda**

#### **4. Annual Report and Accounts**

4.1 PD, Chair of the Audit, Finance and Staffing Committee had circulated a short paper in advance, for information, but had been unable to attend the FGB. SM proposed that this substantive item be deferred to another FGB meeting to enable all to attend so that a full discussion could occur. Governors agreed to this proposal.

**Noted: An additional FGB meeting to be held on Monday 13 December at 7pm on Zoom to receive the Annual Report and Accounts as the substantive item.**

#### **5. Committee Reports**

5.1 **Achievement:** AL reported on the meeting held in October at which a Pupil Progress report was discussed. Governors were pleased at the reported progress despite the impact of Covid related restrictions on teaching. The next meeting will review SEND pupil progress. It was noted that governors' visits had occurred this term on Zoom and in-school visits were planned for next Term once it was safe and appropriate to do so. Governors noted that papers and Minutes were accessible on governorhub in the Committee folder. It was noted that the number of EAL pupils had increased with the recent new intake and this will be a topic for discussion at a future meeting.

5.2 **Audit Finance and Staffing:** PD was absent and would present his report to the next FGB on 13 December. Governors noted the Committee Terms of Reference had been approved at its last meeting.

**Noted: Governors Ratified the AFS Committee Terms of Reference**

5.3 **Admissions:** EC reported that pupil applications to date were in line with previous years; the final deadline for application is 15 January 2022. SM reported on the outcome of a Pupil Placement meeting organised by LBH in response to the falling Pupil Roll across the Borough's primary schools. It was noted how this decline in pupil numbers could impact school funding and the longer-term viability of some schools under their present structure. SM suggested that Eden was slightly different, being a faith school, and able to attract parents seeking a different focus of education for their children. It was suggested that the school should market itself wider than the existing catchment area. Governors were pleased that this strategy of wider engagement had already started and another online parent event is scheduled for 6 January 2022. It was also suggested that the school reach out to the Nursery schools (such as Kids Cabin) as part of its marketing.

#### **6. Headteacher's Report**

6.1 Governor's thanked JS for her written report which had been circulated in advance. JS reported:

- Recent high levels of staff sickness and absence has created additional pressure on SLT and the HT
- Attendance at 94.2% this Term is below the school's average of 97%; Covid related absenteeism
- Further to discussions with parents the issue of pupil lateness to school is improving
- The school has seen 7 leavers and 10 joiners since July; Governors noted the variety of reasons for leaving; and were pleased to welcome the new pupils who were coming from a variety of countries and so extending the EAL presence in school
- A Behaviour report was in preparation and would be circulated before Term end
- The review of progress against the SDP targets was on going but had been slowed by staff absence and other recent events; a pupil progress meeting was scheduled and the outcomes would be reflected in an updated RAG rated SDP
- The Hebrew curriculum was being finalised; Subject Leaders were making good progress in their curriculum development and a new Phonics scheme had been purchased which would be implemented once staff training had been completed. The Subject Leaders were using the Ofsted Framework of

Intent, Implementation, Impact to scaffold their subject development plan. Monitoring was also more established so providing additional support to class teachers, as required.

### **S Frosh joined the meeting at 19.55**

- 6.2 Governors were pleased that staff CPD had continued both on Zoom and, when possible, in person. The training for special needs staff was commended.
- 6.3 The Eden Parents Group had met JS on 17 November and Minutes would be circulated in due course. Parents from each class had been nominated as Class Reps to meet collectively with JS and this approach had been welcomed, proving to be a useful means to exchange ideas and information. A meeting with KS1 parents had been held and individual meetings with KS2 parents are scheduled, as requested. It was noted that the next meeting with all parents would be on 20<sup>th</sup> January 2022.

**Action: Parents meeting to be held on 20<sup>th</sup> January – on Zoom or at school**

### **7. Catering Review**

- 7.1 JS reported that the caterers – Caterplus – were taking some time to settle into the new contract. Initial good service levels had been disrupted by staff absence and product supply issues but some progress had been made in the past few weeks and service standards continue to be monitored closely. It was noted that the reaction from parents had been mixed and governors agreed that the caterers should be given time to establish themselves.

### **8. Anti-Racism**

- 8.1 JA stated there was nothing new to report since the last meeting.

### **9. Parent Survey**

- 9.1 It was noted that the Parent survey would be based on the previous questionnaire (of 2020) with some additional questions. The aim was circulate the survey in January 2022. SM asked for governor volunteers to assist in this project.

**Action: JS and SM to meet to discuss the survey and methodology**

### **BL and Observors, Simone and GR, left the meeting at 20.30**

### **10. Policies**

- 10.1 Governors reviewed the following Policies:
- Behaviour Management: noted no changes since last year – **Ratified**
  - Safeguarding and CP Policy – **Ratified**
  - SEND Policy – reviewed by SF and EC; and circulated to governors: no major changes - **Ratified**
  - Peer on Peer abuse: not yet complete; no decision required

### **11. Governance**

- 11.1 GDPR: there were no incidents to report since the last meeting
- 12.2 Risk Register: updated in Summer 2021 and will be discussed at the meeting on 13 December
- 12.3 The date for the governor “Vision Day” was set for the morning of 28 January 2022 with the aim of an in-person meeting; venue to be agreed.

**Action: SM and JS to prepare an agenda for Vision Day .**

### **12. Health and Safety**

- 12.1 BL had circulated a report of the on-site audit conducted by LBH H&S officer in which he scored the school at 82%. This was a most pleasing outcome to the audit and governors thanked MK for

ensuring the school site was in such good safe condition, compliant with all regulations. The next audit would be in Summer 2022 and then three years thereafter in 2025.

**13. Governor visits and training**

- 13.1 Visits were again encouraged, both on site and by Zoom. Governors were encouraged to contact JS about visit arrangements and complete the visit report form, for the record and future reference.
- 13.2 It was noted that governorhub retains details of each training course undertaken by a governor and governors were encouraged to check on their file to ensure it was accurate and upto date

**14. Term Dates 2022/23**

- 14.1 The dates had been sent to parents for information; these will be circulated to governors

**15. Any Other Business**

- 15.1 JA suggested that the school should be mindful of the increased level of anti- semitic activity as recorded on social media. JS confirmed that the school had not received any new guidance on the issue and would continue to monitor the situation
- 15.2 This was the last meeting for both governors JA and LB as trustees. SM and JS expressed their warm thanks and appreciation for all they had done for the school, as governors, during their years of service. It was noted that LB remained a member of the Eden Primary Trust Company but was no longer a Trustee.

**16. Date of Next meeting**

**The next meeting of the FGB will be at 7pm on Monday 13 December 2021. On ZOOM**

There being no further items for Part 1, the meeting closed at 20.45pm.

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

.....  
Signed:

Steve Miller,  
Chair of Governors

Date: 06.12.2021

**Noted - from the meeting of 6 December 2021**

- 4.1 An additional FGB meeting to be held on Monday 13 December at 7pm on Zoom to receive the Annual Report and Accounts as the substantive item
- 5.2 Governors Ratified the AFS Committee Terms of Reference

**Actions - from the meeting of 6 December 2021**

- 6.3 Parents meeting to be held on 20<sup>th</sup> January – on Zoom or at school
- 9.1 JS and SM to meet to discuss the survey and methodology
- 12.3 SM and JS to prepare an agenda for Vision Day