

**Minutes of the meeting held at school
on Wednesday 27 September 2023 at 7.00pm**

Acting Head Teacher Helen Graff (HG)	Appointed Trustees +Paul Dossett (PD) Steve Miller (Chair) (SM) Brian Lerner (BL)	Co-opted Trustee Simone G Newton (SN)
		Others Deniz Ozturk (SBM) (DO)
Parent Trustee Amelia Lasserson (AL) +Celia Newman (CN)		Clerk Chris Lambert (HEP) (CL)
+denotes absence		

Part 1 – Public matters

0. Trustees thanked the Chair for his insightful Dvar Torah which was appreciated.
1. **Welcome, Apologies for Absence and Declarations**
 - 1.1 The Chair welcomed all to the meeting, which was quorate.
 - 1.2 Apologies for absence had been received and accepted from CN and PD
 - 1.3 It was noted that CL was standing in on this occasion for the substantive clerk.
2. **Declarations of Interest, Pecuniary or otherwise in respect of items on the Agenda**
 - 2.1 There were no Declarations of Interest made.
3. **Minutes of the Meeting of 3 July 2023**
The Minutes were accepted as being an accurate record of the meeting and were **Approved** and signed online by the Chair.
 - 3.1 **Matters Arising from the Meeting of 3 July 2023**
 - (4.1) A Trustees newsletter would be issued in October.
 - (4.2) The calendar of meeting dates for 2023/24 had been agreed
 - (4.3) Recruitment of a permanent HT will recommence in late Autumn 2023.
4. **Election of Chair and Vice Chair**
 - 4.1 The clerk asked for nominations for the role of Chair for 2023/24. BL nominated and AL seconded the nomination of SM; and with unanimous approval **SM was elected Chair for 2023/24**
 - 4.2 SM nominated PD and AL as Vice Chairs and with unanimous approval both PD and AL were confirmed. **PD and AL were elected Vice Chairs for 2023/24.**
5. **Committee Appointments**
After a broad discussion Trustees agreed on the allocation of membership to the four Committees:
 - Admissions: CN to continue in the role
 - HT's Appraisal: PD, SM and SN to conduct the HT's annual Appraisal.
 - Achievement Committee: membership to comprise of AL and CN with SM (ex officio)
 - Audit, Finance and Staffing: membership to comprise of PD, BL, and SN with SM (ex officio)

It was noted that a parent trustee election would be held soon and on appointment that person would join one of the committees.

6. Link Trustees

After a broad discussion Trustees agreed on the allocation of Link roles:

- Safeguarding: SN with SM support
 - Premises and H&S: BL
 - SEND: CN
 - Hebrew: BL
 - Jewish Life: AL
- English: SM

6.1 SM expressed his gratitude to all the Trustees for their support and continued commitment to the school. He reported on the positive discussions held with each Trustee during the summer break and thanked Trustees for their willingness to continue to volunteer for the Link Roles, supporting the school leaders and staff in the coming year.

7. Finance (DO verbal report in PD's absence)

7.1 Trustees had received the Period 12 management accounts (Aug 2023) which reported an expected deficit of £(42k), subject to the outcome of the external audit. It was noted that some additional Gift Aid income was expected and a rates rebate of £8k from LBH. If achieved the annual deficit could reduce to c£(30k)

7.2 Trustees accepted that the year-end outcome was better than that forecast in January 2023 but not yet positive. Trustees agreed that the priority was to improve the accuracy and consistency of the monthly financial reports and the comparative reports. Gaining the confidence of ESFA in terms of financial scrutiny and management was equally important and it was expected the external audit process would help in addressing this issue. Trustees noted that ESFA was likely to keep a watching brief on the school for at least two full years, until they were confident that robust financial management processes were firmly established and operational. The aim was to achieve a balanced outcome in 2023/24 and move into surplus by August 2025.

7.3 It was noted that the budget 2023/24 would be amended with a revised forecast each taking account of the actual monthly outcome.

Action: monthly management accounts would be produced by the 15th of the following month and circulated to the Trustees and ESFA.

7.4 Trustees asked that parents be informed of the financial contribution being made by the Mayor of London towards school lunches and to ask parents to make a commensurate donation in lieu of expected school meal costs.

Action: HG to write to parents seeking a matching donation in lieu of school meal costs

7.5 DO confirmed that work had commenced in preparation for the external audit. Fieldwork would commence on 15 October. The Auditors are expected to report on their Audit at the AFS Committee meeting on 22 November. Arrangements for the internal scrutiny process had yet to be finalised.

Action: AFS Committee to receive the Auditors Report at its meeting on 22 November

7.6 Achievement Committee had yet to meet: nothing to report.

7.7 Link Reports: Trustees were reminded to complete their Visit reports and post them in the Visits folder on Governorhub. BL's Visit reports on his review of Hebrew and on Health and Safety were noted.

8. Acting Headteacher's Report

8.1 HG had provided a summary written report, noted for its clarity and for being succinct. Key points:

- Attendance good: 98.5%; school is not authorising family requests for unexpected absenteeism unless exceptional circumstances prevail.
- Staff structure was now very tight; any staff absence likely to impact on the remaining staff members.
- Catering service continues to underperform and disappoint; this situation has required HT intervention with senior managers at Caterplus. Trustees agreed that this was now a serious issue which could impact on pupil wellbeing. Trustees noted the concerns raised by SLT and fully supported the school in its actions to address these concerns. SM asked that Caterplus management be informed of the Trustee's position. DO was asked to prepare a list of possible alternative catering companies.

Action: HG to write to Caterplus informing them of the Trustees concerns about the catering service

- Trustees asked that the school's weekly Newsletter be uploaded to Governorhub.
- School Development Plan: Trustees were pleased to receive a summary of the SDP highlighting the key areas of priority and focus for 2023/24. It was agreed that a full discussion of the SDP would take place at the Achievement Committee with a report to the Trustees meeting in December.
- The revised website is due to go live in November

9. Policies

9.1 HG confirmed:

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|--|----------|
| • Risk Assessment – monthly review by SLT | Approved |
| • On Line safety: changes in line with KCSiE 2023 | Approved |
| • Whistleblowing: no changes | Approved |
| • Child Protection and Safety: minor changes, reflecting KCSiE2023 | Approved |

Action: HG to speak to Turn It On (IT provider) for reassurance on the processes used in the filtration of data and the monitoring of the system

10. Governance

10.1 GDPR: no breaches reported.

10.2 Risk Register: BL to be advised of any issues identified by SLT in its monthly internal review.

10.3 Trustees were reminded of the need to complete their Declarations regarding:

- a) Trustees' Code of Conduct
- b) Keeping Children Safe in Education 2023
- c) Register of Business Interests

and to confirm having read and approved the documents on Governorhub

Action: Trustees to confirm their acceptance of the Code of Conduct, KCSiE 2023 and Register of Business Interests on Governorhub

10.4 Trustees were informed of the HEP training programme and of the change in the online booking arrangements.

11. OFSTED Briefing

11.1 Trustees were advised of an imminent Ofsted inspection and asked to review the documents in the Governance folder on Governorhub as part of their preparation for the inspection. It was noted that the school's inclusive pedagogical approach was re-affirmed in the SDP.

Action: Trustees to read the HEP Trustees Ofsted Handbook; to note the comments made by Chairs of local schools about their recent Inspections.

12. Meeting Dates

12.1 All dates agreed for 2023/24.

13. Any Other Business

13.1 None

13.2 There was no further business under Pt 1 of the agenda and the meeting closed at 20.55

14. Date of Next meeting

The next meeting of the FGB will be on Monday 18 December at 7pm, in school

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

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Signed:

Steve Miller,
Chair of Trustees

Date: 27.09. 2023

Actions - from the meeting of 27 September 2023

7.3 Monthly management accounts would be produced by the 15th of the following month and circulated to the Trustees and ESFA

7.4 HG to write to parents seeking a matching donation in lieu of school meal costs

7.5 AFS Committee to receive the Auditors Report at its meeting on 22 November

8.1 HG to write to Caterplus informing them of the Trustees concerns about the catering service

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10.3 Trustees to confirm their acceptance of the Code of Conduct, KCSiE 2023 and Register of Business Interests on Governorhub

Agenda items for the December FGB

- Financial Report and Auditors report
- Ofsted
- SDP review
- Committee Reports