

**Minutes of the meeting held at school
on Monday 3 July 2023 at 7.00pm**

Head Teacher (1) Jo Sassienie (HT) (JS)	Appointed Trustees (8) Paul Dossett (PD) Steve Miller (Chair) (SM) Brian Lerner (BL) +Simone G Newton (SN) Gabriel Rozenberg (GR)	Co-opted Trustees (3)
Parent Trustees (2) Amelia Lasserson (AL) Celia Newman (CN)		Others Helen Graff (DHT) (HG) Deniz Ozturk (SBM) (DO)
		In attendance
		Clerk Chris Lambert (HEP) (CL)
<i>+denotes absence</i>		

Part 1 – Public matters
0. Dvar Torah

The Chair invited the trustees to each describe and share a highlight of the past year. It was noted that despite the various challenges presented during the year there had been many achievements, successes and much to appreciate. Trustees agreed and were pleased to share their highlights.

1. Welcome, Apologies for Absence and Declarations

1.1 The Chair welcomed all to the meeting, on site, which was quorate. PD was due to arrive at 7.45pm. SN was noted as being absent. It was recorded that Tim Cama had resigned as a Co-Opted governor prior to the meeting with immediate effect.

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 22 May 2023

3.1 The Minutes were accepted and **Approved**, to be signed by the Chair, to be retained by the school for filing. There were two inaccuracies noted in the Part 1 Minutes: (a) BL had been absent at the meeting; and (b) PD still needs to complete his Safeguarding training (not BL as stated)

All items in the minutes were on the agenda of the meeting of 3 July.

4. Chair's Items

4.1 As the school has Academy Trust status. As required by the DfE the governing body will now be titled a Board of Trustees to differentiate it from a governing body of a state-maintained school. AC and CN will inform parents of the change of title in the Summer edition of the Trustees' Newsletter
Action: AC and CN to prepare and circulate the Trustees' Newsletter in July.

4.2 The Trustee meeting dates and times for 2023/24 had yet to be confirmed. Trustees were asked to submit their preferences to the Chair.

Action: Trustees to submit their preferences for meeting dates and times to the Chair

4.3 The school will seek to recruit a permanent Headteacher in late Autumn term 2023, with a proposed start date of April 2024.

Action: recruitment for a permanent HT to run in late Autumn term 2023.

5. Reports from Committees and other bodies

Achievement Committee:

5.1 AL reported on the discussions held at the Committee on the SDP priorities for 2023/24. It was noted that the aim was to carry forward those actions still outstanding from 2022/23 and add new items as part of the school's continued development. Trustees agreed that the meeting had been positive with agreement reached on how the Framework could be used as a tool to improve the quality of both Hebrew and Jewish education. The Chair had yet to complete the section on Governance.

5.2 It was noted that the final SDP would include measurable outcomes and be presented to the Board of Trustees in October, for ratification.

Audit, Finance, and Staffing Committee:

5.3 PD and DO reported on today's meeting with ESFA and how they scrutinised in close detail the three year Financial Plan. DO described the key points of discussion including a requirement to separate the Voluntary Contributions in the Plan to improve clarity. Trustees agreed that the reporting template required by the ESFA was consistent with the format requested of the school by the Trustees and this format was to be introduced in the June monthly accounts and thereafter. Trustees agreed the forecasts for the years 2024/25 and later are indicative based on best assumptions. It was noted that the external audit for 2022/23 is expected to be completed by December 2023.

5.4 Trustees were pleased to note that the officers had completed a significant review of the school's financial position and as a result the expected outcome for 2022/23 was now a breakeven position.

5.5 Trustees noted that the AFS Committee had Approved the three years financial plan to August 2026 and the Trustees **Ratified** the Plan.

5.6 Link Governor Visits:

CN is due to make a Visit on 18 July to review the teaching of Maths. A Visit report will be uploaded to Governorhub in due course.

6. The Headteacher's Report

6.1 JS provided an oral summary of the Headteacher's Report:

- Safeguarding: no referrals made since the last meeting on 22 May
- Staff training: on absence management being scheduled.
- Attendance: at 95% below expectations (97%); unauthorised absences are a key concern with some parents choosing to accept the fine and still take their child from school for holidays or social events. JS has contacted these parents by email on each occasion.
- Roll: Reception is expected to be full in September but the aim of having 205 pupils on Roll in September remains an aspirational target.
- Pupil data: to be discussed in more detail at the Achievement Committee meeting on 18 July. Trustees noted that the impact of Covid and Lockdown was still being felt among the pupils which was reflected in pupil results at both Expected Standard and Greater Depth.
- Data tracking: it was noted that pupil results recorded after internal tracking by teachers was supported by external visits by the School Improvement Partner with additional overview from Trustees subject visits. The issue of data tracking and recording would be discussed further at the Achievement Committee.
- The SDP for 2023/24 would include contributions from Subject Leads

- Reception Class for September 2023 would require additional staffing to support the range of special needs identified among the cohort intake.
- Staff absenteeism: absence remained unusually high due a combination of post-Covid impact and unexpected sickness and injuries.

7. Policies to Adopt
None.

8. Governance
No breaches of governance. No risk register or actions to report.

9. Governor Visits, Development, and Training.
See Governorhub.

- 10. AOB**
- A parent Trustee election would be held in the Autumn term for the place vacated by AL, who would remain a Trustee as a Co-Opted Trustee
 - This was the final meeting for GR who was standing down, after the meeting. The Chair thanked him for his contribution.
 - This was the final meeting for CL as Clerk to the Board as he was standing down after the meeting. A new clerk would be required for the new academic year.

11. Date of Next meeting
The next meeting of the Board of Trustees will be in the Autumn term 2023. Date and time to be confirmed.

There being no further business under part 1 the meeting closed at 8.30pm.

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

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Signed: _____ Date: _____
Steve Miller,
Chair of the Board of Trustees

Actions - from the meeting of 3 July 2023

- 4.1 AC and CN to prepare and circulate the Trustees’ Newsletter in July.
- 4.2 Trustees to submit their preferences for meeting dates and times to the Chair
- 4.3 recruitment for a permanent HT to run in late Autumn term 2023