

**Minutes of the meeting held at school,
on Wednesday 15th May 2024 at 7.00pm**

Head Teacher Helen Graff (HG)	Appointed Trustees Steve Miller (Chair) (SM) Paul Dossett (Vice Chair) (PD) +Brian Lerner (BL) 18/05/24 Simone G Newton (SN)	Co-opted Trustees Amelia Lasserson (AL)
		Others Deniz Ozturk, SBM (DO)
Parent Trustees Celia Newman (CN) Matt Halfin (MH) <i>+denotes absence</i>		Clerk Mel Sealy-Pearson (HEP Cover Clerk)

PART 1 – PUBLIC MATTERS

0. Trustees thanked the Chair for his insightful Dvar Torah.
1. **WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS**
 - 1.1 The Chair welcomed all to the meeting, which was quorate.
 - 1.2 Apologies for absence were received and accepted from BL.
2. **DECLARATIONS OF INTEREST**
 - 2.1 There were no Declarations of Interest made in respect of the agenda items.
3. **MINUTES OF THE MEETING - 4 MARCH 2024**
The minutes were accepted and **approved** as an accurate record of the meeting. They will be signed online by the Chair in due course.
4. **MATTERS ARISING FROM THE MEETING - 4 MARCH 2024**

Item	Action	By Whom
3.1 (9.1)	Report to the May 2024 Board meeting on meeting with IT consultant Turn It On. Completed. HG and DO met with Turn IT On. There are still some things that need to be addressed. It was noted that the server upgrade changeover has been challenging and there are many issues remaining. HG and DO are unhappy with the service received so far and will be asking for a partial refund of the subscription paid. Q: Is there a safeguarding or GDPR risk? A: No. The difficulties with the transition to new server do not pose a GDPR or safeguarding risk.	HG

	ACTION 4 (3.1 (9.1)): PD to draft a letter to Turn IT On regarding service.	
5.1 c)	School to issue a short reminder to parents on the voluntary contribution scheme and its benefits to pupils. Completed. SM received a list from Lena and DO of people who have not pledged. Trustees discussed having a way for new parents to contribute at the Parents' Induction on 2 July 2024 at 7:30pm. ACTION 4 (5.1 c): SM will send a short personal email to those who haven't yet pledged. ACTION 4 (5.1 c): HG to include info about pledging in the next newsletter.	SM/HG
5.2 i)	RAG the SDP and report to the 15 May Trustee meeting. Ongoing - This will be discussed at the Achievement Committee meeting on 21 June 2024.	HG
6.2	Discuss SIP proposals with SM and the Achievement Committee. Completed – on agenda.	HG
6.3 b)	School to use the Newsletter to report regularly to parents on improvements and actions. Completed. Trustees briefly discussed the frequency of the newsletter. The Chair fed back to HG that he was impressed with the quality and consistency of the newsletter publication and hopes it will continue into 24-25.	HG
6.3 c)	The Parent Survey to be circulated again in May 2024 Ongoing – Ofsted took place and a parent survey was completed. HG felt there would be little value in repeating questions. HG proposes to talk to parents about what may not have been included in the Ofsted parent survey and find out what they think the school's priorities may be.	HG

Matt Halfin joined the meeting at 19:25.

5. CHAIR'S ITEMS

There were no Chair's items for discussion.

6. COMMITTEE AND OTHER REPORTS

6.1 ***Audit, Finance and Staffing Committee Report***

6.1.1 A separate folder was created for the Management Accounts and the meeting notes are on GovernorHub.

6.1.2 Meeting held on 17 April 2024

- Meeting minutes and documents are available on GovernorHub.
- An application for conditional funding is in progress for the decking.
- The launch of the new school website takes place in week commencing 13 May 2024.
- HG commended DO on her work this year; she is very grateful for the support.

- A second SRMA review is due to take place on Friday 24th May. Trustees queried whether this would see the end of ESFA involvement but the Chair, DO and PD all felt that this is likely to continue until at least the completion of 23-24 annual report and accounts.

6.1.3 Latest Management Account Figures

The Management Accounts for April 2024 were presented for discussion.

- There were some variances in expenditure that had not been expected at the beginning of the year; for example, consumable stock had more than doubled. They will look at this next academic year.
- Trustees discussed year end predictions and whether the projected deficit/surplus is improving or worsening. The Chair stated that a clearer idea of what the year-end prediction will be needed. This will be discussed at the finance committee of 22 May.
- HG informed Trustees that there are outstanding funds to be recuperated from Eden Parents Group (EPG).
- Trustees discussed options for saving money in emergency measures.
- Trustees queried the clarity of reporting categories which still show movements from one row to another making it hard to assess the year on year comparison. DO confirmed that the new accounting system will introduce categories which are consistent with academy budgeting cost centres.

6.2 *Achievement Committee Report*

6.2.1 Achievement Committee Meeting - Held on 8 April 2024

- The remaining action from the last meeting was to update the behaviour policy for the Board of Trustee meeting.
- HG confirmed that the policy hasn't changed however, she agreed to provide an updated version for the next meeting and make further changes later on which will form part of the new SDP for the next academic year.
- Governors **approved** the existing policy.

6.2.2 SDP Update

This item was covered in the Headteacher's Report to Trustees.

ACTION 6.2.1: HG to update the Behaviour policy for the next FGB meeting.

6.3 *Reports from Other Link Trustees*

6.3.1 Admissions (CN)

- There are no new in-year admissions to report however, there has been some movement in Reception admissions after the offer date.
- Reception will have a full cohort by January 2025. HG will confirm with Haringey how many children are on our waiting list.
- Three children will be entering Reception with EHCPs.
- We need to have clearer, unambiguous information on the Supplementary Information Form for admissions in September 25.

ACTION 6.3.1A: HG to update CN with waiting list admissions information.

ACTION 6.3.1B: CN and Chair to review the SIF before September 24.

7. HEADTEACHER'S REPORT

HG gave a verbal overview of the [Headteacher's Report to Trustees](#).

Highlights:

Attendance – Average is okay. There are some families HG is meeting with. Attendance letters will be sent when attendance is below 97% and 93%. Some of the reasons for absence are

emotionally school based avoidance and term time holidays. The current approach with attendance is working however, the impact cannot be measured just yet.

Staff absence – Number of days absent: Teachers = 17 days, support staff = 27 days and agency 21 days and 1 long term sickness. There is one member of staff who has gone over the threshold for absence.

HG informed Trustees that she tries to cover internally where possible.

Recruitment - HG made an investment in an experienced teacher, which has paid off.

PaJeS is the first choice to source staff due to the quality training given.

HG is unsure about how many resignations to expect. There are interviews taking place on 20 May 2024 and HG hopes to have a good pool of people to choose from in case resignations are received. Conversations have been held with staff. There is a good field for experienced TAs and HLTAs but not teachers.

DO advises that there will be clearer picture of staff needed following the interviews.

Outdoor space - EPG have agreed to fund a shade space in the Reception outdoor area. This will also be used as an outdoor classroom space to help with SEN children incoming.

Behaviour – Is analysed over a six-week period. There has been significant improvement in behaviour so far. HG will be able to give more information when the data has been further interrogated.

HG reported that the school is much calmer and staff are less stressed. Year 6 group are gelling well together and are good role models, which has made a positive impact on the rest of the school.

Ofsted parent survey – The only negative comments received were about SEND resourcing (three comments).

Trustees felt this occasion was different to previous and there were less comments about behaviour.

Yom Ha'azmaut - DO reported that it was marked sensitively, and the school is trying to be as mutual as possible. HG felt it was very positive and pleased with how it went. Parents were also happy and thankful.

Q: What is our attendance target?

A: It is 96% for Eden. The national target is 95%.

Q: What is the staff absence percentage compared to last year?

A: We don't generally compare however, last year there was more absence.

Q: Has the absence been due to staff morale?

A: No, staff are generally happy to come to work.

Q: How do you manage the opinions of the staff community when marking events such as Yom Ha'azmaut?

A: We have a lot of differing views but staff are always respectful of each other.

Paul Dossett left the meeting at 20:30.

8. POLICIES TO ADOPT

There were no policies for review.

9. GOVERNANCE, SAFEGUARDING AND SECURITY

9.1 GDPR - Breaches of Governance to Report

There were no breaches to report.

9.2 Risk Register - Items or Actions

HG met with Sam Ross, Associate Committee Member. They had a look at how the risk register worked, what was most urgent to look at and review future plans.

9.3 Prevent Training

There were no updates.

9.4 *IT Security*

There were no further updates to report. Turn IT On are keeping a close eye on cyber security. Trustees discussed the need for plans for a potential cyber attack. HG advised a walkthrough is needed. This will form part of the risk register.

ACTION 9.4: HG to have a conversation with Turn IT On regarding cyber security and possible areas of risk.

10. GOVERNOR VISITS, DEVELOPMENT AND TRAINING

10.1 *Governor Visits*

There were none to report. HG requested for any new Trustee visits (eg on SEND) to take place in the autumn term due to numerous events taking place this term.

10.2 *Governor Training*

Trustees discussed training from PaJeS and HEP.
CN is booked on SEND Governor training via HEP.

11. ANY OTHER BUSINESS

11.1 *HEP Briefing for Heads and Governors*

HG informed Trustees that the next meeting takes place on Monday 20 May, 5:00-6:30pm via Teams. The Chair will send out reminders.

11.2 *Consultation on the Faith schools*

Trustees confirmed they were happy with their process, applications and current community. The Chair advised Trustees who are interested in the consultation to read and respond if they wish to.

11.3 *Date of Next Meeting*

The next FGB meeting will take place on Monday 8 July 2024 at 7pm at the school.

Part 1 of the meeting ended at 20:50. There were matters to be considered under Part 2.

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Signed:

Date: 15th May 2024

Steve Miller, Chair of Trustees

Action Table

Item	Action	By Whom
4 (3.1 9.1))	Draft a letter to Turn IT On regarding service.	PD
4 (5.1c)	Send a short personal email to those who haven't yet pledged.	Chair
	Include info about pledging in the next newsletter.	HG
6.2.1	Update the Behaviour policy for the next FGB meeting.	HG
6.3.1A	Update CN with waiting list admissions information.	HG
6.3.1B	CN and Chair to review the SIF before September 24.	Chair/CN
9.4	Have a conversation with Turn IT On regarding cyber security and possible areas of risk.	HG