

**Minutes of the meeting held at school,  
on Monday 4<sup>th</sup> March 2024 at 7.00pm**

<b>Acting Head Teacher (1)</b> Helen Graff (HG)	<b>Community Governors (8)</b> +Paul Dossett (PD) +Steve Miller (Chair) (SM) Brian Lerner (BL)	<b>Co-opted Governors (3)</b> Simone G Newton (SN)
<b>Staff Governor (1)</b> Vacant		<b>Others</b> Deniz Ozturk (SBM) (DO)
<b>Parent Governors (2)</b> Amelia Lasserson (AL) Celia Newman (CN) <i>+denotes absence</i>		<b>Clerk</b> Chris Lambert (HEP) (CL)

**Part 1 – Public matters**

0. Trustees thanked AL for her interesting and insightful Dvar Torah which was appreciated.
- 1. Welcome, Apologies for Absence and Declarations**
- 1.1 In the absence of the Chair (SM), BL took the Chair; he welcomed all to the meeting, which was quorate.
- 1.2 Apologies for absence had been received and accepted from SM and PD
- 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 18 December 2023**
- The Minutes were accepted as being an accurate record of the meeting and were **Approved**; to be signed online by the Chair.
- 3.1 Matters Arising from the Meeting of 18 December 2023**
- 3.1 (9.1) DO to report to the Board on IT security at the March Board meeting.**
- IT security:** DO stated that further to an independent assessment by a Data Officer it was reported that the school's IT systems have the appropriate Firewalls and security systems. HG stated that further discussions would be held with the School's IT Support Company – Turn It On – in regard to the system's overall resilience and in particular regard to cyber security issues.
- Action: HG to report to the May 2024 Board meeting.**
- (10.3) SM and CN to discuss the SEND Link role. **CN has agreed to take the SEND Link role**
- 4.4** Parents Newsletter to be circulated before Term end. **Actioned**
- 5.2** Reserves Policy to be reviewed by AFS Committee; **on agenda for April Committee meeting**
- 6.2** SM to set up a new folder on Governorhub containing the monthly accounts: **SM to confirm**

**7.1** Parent Survey to be an agenda item for the next meeting of the Achievement Committee. HG to circulate the review of the survey to the Board in January 2024 and report to the next Board meeting in March. **On Agenda**

**4. Chair's Items**

4.1 BL raised no items for discussion.

**5. Committee Reports**

5.1 AFS Committee:

In his absence PD had circulated a summary report for the Trustees detailing the key points of the AFS meeting held on 19 February. The minutes had been previously circulated. It was noted:

- a) The February financial forecast for y/e 31 August shows a deficit of (£23k) up from the budget deficit of £(6k). Trustees noted the key factors impacting on the financial report including some changes in the staffing structure and various additional items of expenditure. SLT are taking steps to reduce the gap between budget and forecast.
- b) It was noted that if the voluntary contributions to the school from parents continues at the same rate the final outcome could be at least in line with the budget of £180k at year end - £30k ahead of current forecast. If achieved this additional voluntary income would entirely alleviate the forecast deficit. It was noted that the level of voluntary contributions was now on par with those received in the years prior to the Covid pandemic (2020 -2022). Further analysis of the receipts in order to provide an estimate of voluntary contributions for the year was to be undertaken by the school.
- c) It was agreed that the school should proactively promote the benefits of the voluntary contributions to parents citing how the funds would be used.

**Action: School to issue a short reminder to parents on the voluntary contribution scheme and its benefits to pupils.**

- d) CN proposed that at the start of the new school year parents be informed of the areas of school activity which are typically financed by voluntary contributions and parents should be invited to make a pledge to support these activities. It was noted that there were some technology questions as to how this could efficiently operate and CN and DO would meet to discuss options and practicalities.

**Action: CN and DO to discuss how to use technology to support a "make a pledge" scheme; report to PD before next meeting of the AFS Committee on 17 April.**

- e) It was noted that the Trustees had approved the replacement of the FMS financial software with the ACCESS financial software. This installation would be undertaken in the summer months 2024.

**f) Action: Trustees asked DO to send a reminder to parents about lunch money contributions.**

- g) ESFA matters: DO had nothing to report; ESFA continue to receive the school's monthly financial reports and has adopted the monitoring role of the school's performance, as expected.

5.2 Achievement Committee:

AL reported on the outcome of the Committee meeting held on 5 February 2024. The minutes had been previously circulated. AL reported:

- a) The AHT had made a presentation on Assessment and Feedback which was both positive and interesting.
- b) A new Behaviour Policy will be presented shortly for discussion and review.

- c) The Pupil Progress Report was broadly positive. Those pupils not yet making age related expectation were receiving focused interventions to improve performance in areas such as reading and writing.
- d) There is an expectation that the KS2 SAT's results will be very positive this year.
- e) It was noted that AHT were still expected to be both in class (as teachers) and holding management roles. This was placing a significant pressure on the leadership structure and a full review of the proposed staff structure for 2024/25 would be made prior to discussion at the Achievement Committee and in setting the budget.
- f) It was noted that using progress tracking software was a less appropriate method to assess SEND pupil progress. Trustees agreed that case studies on individual pupil performance was a more appropriate and beneficial approach.
- g) Trustees were informed of the DfE publication "Education Staff Wellbeing Charter" and were strongly recommended to read the document.
- h) HG reported on the headlines on the survey " Working Lives of Teachers, leaders Wave 2 survey" which had been previously circulated. The survey set out the response from teachers and leaders on issues of workload, wellbeing, mental health, pay and working conditions, and levels of employee satisfaction.
- i) SDP: it was noted that the school was achieving on all areas in the SDP which were child focused. Those items still outstanding related to policy development or update which had lagged due to time constraints.

**Action: HG to RAG the SDP and report to the 15 May Trustee meeting.**

## 6. Headteacher's Report

6.1 The Board was pleased to receive the HT's written report and noted:

- a) Admissions: the Reception class in September 2024 would be full with 30 children of which 21 were siblings. Three children would arrive with an EHCP Plan.
- b) Roll: the school has 204 pupils with 5 vacancies.
- c) Pupil Premium: 3 pupils eligible; no LAC pupils.
- d) Attendance 96.21% (ahead of annual target)
- e) Exclusions : none
- f) Safeguarding: one family (CIN) has been escalated to CP; the school is supporting the Social Services. Safety Plans are in place for seven children. The Chair (SM) holds weekly safeguarding meetings with HG and DO. The response to the Sct 157 Audit is being prepared.
- g) Complaints : none

6.2 Trustees raised a series of questions on issues detailed in the report:

- a) Security: since the events of 7 October in Israel / Gaza several parents have taken up the security training provided by CST and applied this in their rota duty. CST continue to make regular visits to the school. One recommendation is to upgrade the perimeter fence and quotes are being sought.
- b) Trips: Trustees were pleased to note the range of extracurricular trips and activities made by the pupils including those to museums.
- c) School Improvement Partners: HG reported that unusually the school has two SIP's – Barbara Breed (HEP) and Martin Roberts (Herts for Learning). It was proposed that this be addressed with support to be provided by one SIP only.

**Action: HG to discuss SIP proposals with SM and the Achievement Committee.**

6.3 Parent Survey:

- a) It was noted that SIP, Martin Roberts, had compiled the Survey Report in December 2023 based on parent responses given in October 2023 on the previous school year 2022/23. Trustees were pleased to note that based on the responses the school would be expected to achieve a Good

rating from Ofsted. They were disappointed by the lack of external Benchmarking within the Report and while the results were interesting they could not be used in a comparative analysis.

b) Trustees were pleased note the actions taken by HG since September 2024 in terms of parent engagement and more open communication with the wider community. It was noted that the school will engage with parent focus groups to review specific points arising from the Survey and consider opportunities for improvement. Trustees agreed that by addressing those points where “perception becomes a reality” would be an encouraging start. It was suggested that making use of the Newsletter to report on school actions and improvements would be a simple way of circulating key messages to parents.

**Action: school to use the Newsletter to report regularly to parents on improvements and actions.**

c) Trustees agreed that the Survey results covered the prior year and reflected more parent perception of that period. It was agreed that the Survey be repeated in May 2024 and the results could be used for comparative purposes and feed into the next iteration of the SDP.

**Action: The Parent Survey to be circulated again in May 2024.**

#### 6.4 Pikuach:

It was noted that the Pikuach inspection of Jewish Education took place on 18 / 19 December 2023 and the school was judged to be Outstanding in all areas. Trustees were pleased by the report and outcome which was already on the school website.

#### 6.5 Ofsted:

It was noted the school is expecting notification of an Ofsted inspection.

### 7. Policies

7.1 None presented for review.

### 8. Governance

8.1 GDPR: there had been no breaches of governance since the previous meeting.

8.2 Risk Register: no actions to report

8.3 PREVENT training for staff had been completed in December 2023; further training scheduled for March. Trustees were asked to read the guidance issued on PREVENT.

### 9. Governor Visits, Development and Training

9.1 CN reported on her visit to review Admissions. It was suggested that the Supplementary Information Form completed by prospective parents on making an application for their child to join the school should be revised to make clearer the requirements of proof as set out on the Form.

9.2 It was agreed that SIF applications must be able to demonstrate how the applicant meets the stated criteria but any proposed change to the definitions set out in the Form would require Member engagement as any change would raise fundamental issues about the ethos of the school.

9.3 It was noted that PD is due to review the early Career teachers and the trainee teachers.

9.4 CN reported on her attendance at a course on Safer Recruitment.

### 10. Any Other Business

10.1 There was no further business under Pt 1 of the agenda and the meeting closed at 20.40.

### 11. Date of Next meeting

**The next meetings of the FGB will at 7pm in school on Wednesday 15<sup>th</sup> May 2024.**  
and then on: Monday 15 July 2024

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

.....  
Signed:  
Brian Lerner,  
Interim Chair of Trustees

Date: 4<sup>th</sup> March 2024

**Actions - from the meeting of 4 March 2024**

**3.1 (9.1)** HG to report to the May 2024 Board meeting on her meeting with IT consultant Turn It On.

**5.1 c)** School to issue a short reminder to parents on the voluntary contribution scheme and its benefits to pupils.

**5.2 i)** HG to RAG the SDP and report to the 15 May Trustee meeting.

**6.2** HG to discuss SIP proposals with SM and the Achievement Committee.

**6.3 b)** school to use the Newsletter to report regularly to parents on improvements and actions.

**6.3 c)** The Parent Survey to be circulated again in May 2024