



**Eden Primary School**  
Board of Trustees Meeting

**Minutes of the meeting held at school,  
on Monday 8<sup>th</sup> July 2024 at 7.00pm**

**Trustees:**

Steve Miller (SM)  
Paul Dossett (PD)  
+Brian Lerner (BL)  
Amelia Lasserson (AL)  
Celia Newman (CN)  
Simone Newton (SN)  
+ Matt Halfin (MH)

**In attendance:**

Helen Graff, Headteacher (HG)  
Deniz Ozturk, School Business Manager (DO)

**Clerk:**

Chris Lambert (CL)  
Sam Jeffery (SJ) Items 1 and 2 only  
**+ denotes absence**

**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 SM welcomed all to the meeting, which was quorate.
  - 1.2 Apologies for absence had been received and accepted from BL and MH
  - 1.3 SJ was introduced to the Board as the new clerk; commencing in September 2024.
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 15 May 2024**

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 15 May 2024**
    4. **(3.1.9.1)**. HG stated that the school continued to be dissatisfied with the service provided by Turn it On. A new consultant has been assigned to the school but has yet to show on site. The school has reported a range of technical issues which require TiO attention.  
**Action: PD to write to the company on behalf of the Board stating their concerns, with proposed sanctions should the underperformance continue.**  
**Action: HG to raise the issue with SM at their weekly meetings.**

**4. (5.1c)** SM reminded parents on the issue of their voluntary contribution pledges and this reminder generated c£10k in contributions. It was noted that parents have been reminded of their pledges for the current year (2023/24) and another letter will be issued in July to parents concerning their pledges for 2024/25.

**6.2.1** It was noted that the required date changes have been made to the Behaviour Policy. The Policy will be reviewed again in September in line with the annual cycle of policy reviews.

**6.3.1A** HG stated that the school would have a full roll in September; one family had still to confirm its decision on placing their child.

**6.3.1B** SM/ CN will review the SIF before September 2024

**9.4** Issues of cyber security management will be addressed with the new IT consultant from Turn it On when they present on-site. The Board asked that the school explore options for a change in external IT support should the service from Turn it On continue to disappoint.

**Catering contract:** DO reported that the caterers have made a commercial decision on the viability of the contract and have given notice of contract termination, leaving in December 2024. The school is looking at its options and preparing a contract proposal for circulation to interested parties.

#### **4. Chair's Items**

4.1 SM confirmed the HT Appraisal Committee met on 21 June and have recommended that Helen Graff be appointed as the permanent headteacher for the school. The Committee commended HG on her performance and achievements in her year as interim headteacher.

**Action: The Board accepted the recommendation of the Appraisal Committee and ratified the appointment of Helen Graff as the permanent headteacher of the school, effective from 21 June 2024.**

4.2 SM stated that BL's term of office has now finished but BL has accepted a further term of office. His appointment will be initially as a Co-opted Trustee until the next Member's meeting at which it is expected BL will be appointed as a Trustee.

4.3 SM reported that ESFA in principle reject the idea of staff members holding posts of staff Trustees but they are prepared to accept the Headteacher as an ex Officio Trustee. SM proposed that HG be appointed an ex officio Trustee for as long as she is headteacher of the school.

**Action: Trustees approved the appointment of HG as an ex- officio Trustee to the Board.**

4.4 SM reported that the SRMA report has been received. It was proposed that the Chair's comments on the Report be included in the Board minutes for ease of transparency.

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

##### **5.1 AFS Committee:**

It was noted that the Committee met on 21 June to review the May management accounts and the draft budget 2024/25.

The Board accepted the management accounts and then held a full and open discussion on the draft budget which highlighted some key issues:

- a) The school expect to achieve a zero balance in August 2024 for the current year. This would be the same in August 2025; an in-year deficit of £(6.9k) was expected in August 2025 with a surplus of £7k in August 2026.
- b) Income was expected to rise from £1.8m in 2024/25 to £1.92m in 2026/26. Expenditure was expected to increase from £1.8m in 2024/25 to £1.91m in 2026.27.
- c) Total staffing costs were expected to increase from £1.1m in 2024/25 to £1.3m in 2026/27.
- d) The school would move away from using Agency staff to fill some teaching and TA posts to one in which roles were filled by permanent staffing. The agency supply budget would be sharply reduced and limited to using external staff to cover for staff sickness, as required.
- e) The Board asked DO to explain why there was an expected £4k reduction in teaching staff costs in 2026/27.
- f) The Board noted the planned changes in the structure of the teaching staff and the educational support staff which reflected the confidence the school had in its financial position and ability to maximise the outputs from its own resources.
- g) A small rise in the staff development annual budget to £16k was noted reflecting the school's commitment to the staff.
- h) The Board queried the funds available to support maintenance projects and were satisfied that the combination of the maintenance budget and the capital budget would be sufficient to fund general repairs across the site. Specific larger projects might require a combination of external funding, a drawdown from Reserves and a call upon the SIF fund.
- i)\_ It was noted that the school already has solar panels on the roof and is exploring other options to save energy costs.  
**Action: The AFS Committee will review the school's energy management strategy at the next meeting in Autumn 2024.**

5.2 The Board **Approved** the Budget 2024/25 and asked that it be submitted to ESFA in the DfE format. DO was congratulated on her work in preparing the draft budget in such a timely and complete way.

**Action: the Budget 2024/25 to be submitted to ESFA**

### 5.3 **Achievement Committee**

AL reported on the outcome of the Committee meeting held on 21 June 2024. The key item for discussion was the draft SDP 2024/25 which included comments from the Committee meeting and from the staff review held on 2 July.

#### **Proposals for SDP 2024/25**

Trustees noted the priorities set out for:

##### **Teaching and learning:**

- Maintain a focus on high quality teaching and learning for all groups
- Use instructional coaching supported by the Walkthru approach, to improve aspects of classroom teaching
- Emphasis on Learning how to Learn

- Induct the seven new teaching staff and two carers into the theory, structure and practice of effective teaching and learning
- Embed best practice about live feedback and same day interventions

#### **Outdoor learning:**

- Use the Sassienie fund to support artist / studio teacher(s) to work on projects to develop the quality of children's art across the various media
- Develop a love of reading; use the reading club at lunch times

#### **Curriculum**

- Maths – new scheme: Maths Mastery
- English: new policy and spelling scheme – Spelling Shed
- Investigate new handwriting schemes
- Improve the clarity of curriculum documentation including in Geography, J.S, PSHE
- Add cricket coaching and ensure Dance is embedded
- Continue to develop Hebrew provision; ensure it reflects best practice and continues to be ambitious

#### **SEND**

- Inclusion Lead to continue to receive career development coaching and support
- Literacy and Numeracy interventions in KS1 & KS2
- Embed the new TA team
- Restate the vision for Inclusion
- Work with NLC and HEP partner schools on new SEND systems and processes

#### **Behaviour and Attitudes**

- Develop the whole school mental health and wellbeing approach
- Join the NLC partners pilot scheme on Beyond Gender Stereotypes
- Promote the Paul Dix approach to behaviour management
- Publish a new Family Handbook

#### **Personal development**

- Celebrate Eden's Bar Mitzvah year
- Ensure the Stay Safe curriculum is embedded
- Develop links with other Rabbis and other faith leaders

#### **Leadership and management**

- Prioritise staff wellbeing and publish a staff wellbeing charter
- Maintain SLT training
- Establish Staff Relationship guidelines
- Prepare robust cyber security
- Encourage positive communication with parents

#### **Governance**

- Maintain and develop a professional governance structure

The Board acknowledged the range and depth of the objectives set out in the draft SDP and agreed that they reflected the present priorities. SM asked the Board to submit any further comments or suggestions to HG, by email. It was noted that the Governance section required further consideration.

**Action: The final draft SDP to be presented to the Board at the September meeting.**

**Link Visits:** there was a discussion on the frequency and format of Link Trustee visits for the coming year. A further discussion to be held at the Achievement Committee meeting on 15 July.

**6. Headteacher's Report**

6.1 The Board was pleased to read the HT's clear and informative written report. There were no additional comments, and the Report was **received**.

**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: to be reviewed in September 2024

8.3 IT security: a comment to be included in the HT's report and maintained as an agenda item under Security

**9. Governor Visits, Development and Training**

9.1 A review of the Visits schedule to be made at the Achievement Committee on 15 July.

**10. Any Other Business**

10.1 SM reported that PD will step down as a Trustee in December 2024 after 12 years' service to the school. SM expects to step down as Chair and Trustee in August 2025, having completed his term of office. The issue of Succession planning across the Board was a matter for further discussion.

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

**11. Date of Next meeting**

**The next meetings of the FGB will at 7pm in school in September 2024. Date to be confirmed.**

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

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Signed:  
Steve Miller  
Chair of Trustees

Date: 8<sup>th</sup> July 2024

## **Actions - from the meeting of 8 July 2024**

**3.1 (4) PD to write to the company on behalf of the Board stating their concerns, with proposed sanctions should the underperformance continue.**

**Action: HG to raise the issue with SM at their weekly meetings.**

**4.1 The Board accepted the recommendation of the Appraisal Committee and ratified the appointment of Helen Graff as the permanent headteacher of the school, effective from 21 June 2024**

**4.3 Trustees approved the appointment of HG as an ex- officio Trustee to the Board.**

**5.1 (i) The AFS Committee will review the school's energy management strategy at the next meeting in Autumn 2024.**

**5.2 The Budget 2024/25 to be submitted to ESFA**

**5.3 The final draft SDP to be presented to the Board at the September meeting.**