



## Eden Primary School Board of Trustees Meeting

Minutes of the meeting held at school,  
on Wednesday 25 September 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:

Sharon Bolton  
**+ denotes absence**

### Part I

#### **DVAR TORAH**

The Chair delivered the Dvar Torah.

#### **1. WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

- 1.1 The Chair welcomed Trustees and introduced the locum clerk.
- 1.2 Apologies were received from Paul Dossett and Deniz Ozturk.

#### **2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations.

#### **3. MINUTES OF THE LAST MEETING & MATTERS ARISING – 8 July 2024**

- 3.1 The Minutes were accepted as being an accurate record of the meeting and were **Approved** and signed online by the Chair.

#### **3.2 Matters Arising**

- 3.2.1 It was agreed that Celia will review the Supplementary Information Form (SIF) for applicants under the faith criteria, as the form was found to be ambiguous during the last application process. To ensure greater clarity, the form will be revised and prepared in time for the next academic year. It was noted that some parents indicated Kaballah as their sole faith practice on the form. Moving forward, all parents applying under the faith criteria must complete the updated SIF.  
**Action:** Celia

- 3.2.2 The IT consultant from Turn It On is currently in his third week and requires additional time to settle in. Some staff members are still without an LGFL email address, though this is not due to any

fault of the consultant. His performance will be reviewed at the next Finance Committee meeting.

3.2.3 The school's energy management strategy needs to be discussed.

**Action:** Deniz

#### **4. OFFICERS, COMMITTEES AND LINK GOVERNORS**

##### **4.1 Election of Chair**

Steve Miller was elected as Chair

##### **4.2 Election of Vice Chairs**

Brian Lerner and Amelia Lasserson were elected as Vice Chairs.

##### **4.3 Appointment to Committees**

###### **4.3.1 Achievement Committee**

Amelia Lasserson is willing to serve for a year. Celia Newman agreed to serve on this committee.

###### **4.3.2 Audit, Finance and Staffing Committee**

Brian Lerner agreed to serve for a year. Simone Newton agreed to serve on this committee. Brian requested that he may have to join some committee meetings remotely. This request was agreed by Trustees.

###### **4.3.3 Headteacher's Appraisal Committee**

Simone Newton

###### **4.3.4 Admissions Committee**

Celia Newman

##### **4.4 Link Trustees:**

###### **4.4.1 Safeguarding**

Simone Newton and Steve Miller

###### **4.4.2 Premises, health & safety**

Matthew Halfin

4.4.2.1 There is at least one major building project that will take place this year in the school. It is essential that the School Business Manager had a link trustee to liaise with. Reviewing the health and safety audit is crucial for this role.

###### **4.4.3 Special Educational Needs and Disability (SEND)**

Amelia Lasserson

###### **4.4.4 Jewish Life**

This will not be a focus for this year as the school has had a good report in this area.

###### **4.4.5 Hebrew**

Brian Lerner

###### **4.4.6 English – to be replaced by Maths (No one was assigned)**

##### **4.5 Staff wellbeing**

Matthew Halfin

4.6 **Action:** The Chair will approach Sam about becoming a Trustee.

#### **5. COMMITTEE & OTHER REPORTS**

## 5.1 Finance Report including updated 2024-25 budget

- 5.1.1 The management accounts are on Governorhub.
- 5.1.2 They revised figures were uploaded this week.
- 5.1.3 There is a surplus of about £30k.
- 5.1.4 The gift aid data is not submitted until later this year.

## 5.2 Feedback from ESFA

No feedback received yet. The ESFA is being closed at the end of March and its functions will be covered by the DFE.

## 5.3 2023-24 Annual Audit

## 5.4 Achievement Committee Report

The committee has not met yet. No visits so far.

## 5.5 Reports from other link Trustees

None.

## 6. HEADTEACHER'S REPORT

**Below is a summary of the key points raised:**

- 6.1 The personnel changes are quite substantial. There are 11 out of 26 new staff this term. There is significant training and induction to be done.
- 6.2 Pupils census is approaching next week. It was not noted that the school can only budget for the number of children that are present on census day. It is challenging because only Years 3 and Years 4 have vacancies. It means that if families have siblings for the other years they may choose to go elsewhere. The Head stated that if necessary the school can accept one more child in a class but this is not always possible.
- 6.3 The school ensures that parents who request a tour are acknowledged and accommodated.
- 6.4 Attendance figure – 98.33%
- 6.5 The school is expecting to get more requests for families who want to travel abroad for family related issues. Regular holidays are not normally approved.
- 6.6 The Head stated that there is an issue with pupils avoiding school.

## School Development Plan

- 6.7 The current plan is the result of more than a year of reviews and strategizing. The priority areas are in blue.
- 6.8 The plan takes into consideration that there are 11 new staff in the school this year.
- 6.9 The SDP needs to be a working document for both the Head and the school.
- 6.10 There will be a summary for the Trustees.
- 6.11 The Governance section needs to be completed by the Chair.  
**Action: Chair**
- 6.12 Throughout the year the Head and the SLT will be updating the document.
- 6.13 Not all the schools' day to day activities are included in the plan as the focus is on the development aspect of the school leadership and management.

- 6.14 The Head would like to bring in a Trainer for staff for Science from the Local Authority.
- 6.15 The SDP will be further developed in the achievement committee.
- 6.16 Behaviour is now on the agenda for all Trustee visits.
- 6.17 There will be two Admissions visits in Term 2.

**The Trustees ratified the School Development Plan.**

**7. POLICIES TO ADOPT**

Review of all policies to be renewed including safeguarding policy.

There are minor changes to the SG policy.

Trustees were informed that it is essential that they must read and understand the Safeguarding policy otherwise they will not be fulfilling their statutory duty.

**The Trustees adopted the Safeguarding policy.**

**8. GOVERNANCE**

**8.1 GDPR: any breaches of governance**

No breaches.

**8.2 Risk Register: any items or actions to report**

8.2.1 This was discussed in the finance committee.

8.2.2 The head met with Sam to review the risk register. They will be meeting again before the end of the year.

8.2.3 One of the areas that needs to be discussed further concerns what happens when external parties use the school premises. This includes private clubs during term time. The school still always has a statutory responsibility for children.

**9. Confirm/sign:**

9.1 Trustee Code of Conduct

9.2 Keeping Children Safe in Education 2024

9.3 Register of Interests

**Action:** All governors present were encouraged to complete and sign the outstanding documents on Governorhub.

**10. Trustee visits, development, training**

10.1 There is a list of questions that all Trustees should ask whenever visits are undertaken. This information will be shared to all trustees.

**11. Any other business**

Paul will be standing down at the end of the audit process. The school is very grateful for his unwavering support throughout the years.

**12. MEETING DATES 2024/25**

**FULL BOARD**

Mon 16th December ( Approval of Annual Accounts )

Mon 3rd March

Wed 21st May

Mon 14th July (Approval of budget and SDP priorities)

**ACHIEVEMENT**

Mon 4th November

Mon 3rd February

Mon 7th April or Mon 12th May

Fri 20th or 27th June **8.45am** (SDP preparation meeting)

Wed 16th July (Final SATS results meeting)

**FINANCE**

Wed 18th September (Year end outturn & revised budget)

Wed 20th November (Annual accounts)

Mon 17th February

Wed 23rd April

Wed 18th June (25-26 budget)

The meeting ended at 8:59pm.

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Signed by Chair/Vice Chair

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Date