



Eden Primary School

# **FULL MEETING OF THE BOARD OF TRUSTEES – OPEN MINUTES**

Monday 3 March 2025 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)

Helen Graff, Headteacher (HG)

## **Also in attendance:**

Deniz Ozturk, School Business Manager (DO)

Joanna Ogle/Falkof, Prospective New Trustee (JO)

Helen Style, Prospective New Trustee (HS)

Jane Ware, Clerk - Haringey Education Partnership

+ denotes absence

**The quorum for this meeting is either one third or 3 Trustees and Headteacher, which ever is larger.**

## **ACTIONS LOG**

<b>Date</b>	<b>Item</b>	<b>Action</b>	<b>By Whom</b>	<b>Status</b>
09/03/25	5.2.1	Trustees to complete this tool on <a href="#">Governorhub - Board of Trustees - Effectiveness</a> .	Trustees	Pending
09/03/25	6.3	Trustees to email HG or Peshman with details of anyone who may be a tier one crowdfunding donor.	Trustees	Pending
09/03/25	8.4	Upload Exclusion Policy to the website.	HG	Pending
09/03/25	9.5	The health and safety policy needs to be updated and brought to Finance Committee.	DO	Pending
09/03/25	10.2.3	SLT should be given Chair's and Vice Chairs' contact details if required.	HG	Pending
09/03/25	10.4.1	Clerk to share HEP training offer with Trustees.	Clerk	Completed

## PART I Public Matters

### DVAR TORAH

The Chair delivered a Dvar Torah to introduce the meeting.

<b>1.0</b>	<b>WELCOME/INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>
1.1	The Chair welcomed Trustees to the meeting. No apologies were noted.
<b>2.0</b>	<b>DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA</b>
2.1	There were no declarations.
<b>3.0</b>	<b>MINUTES OF THE LAST MEETING – 25 September 2024</b>
3.1	It was noted that there had not been a clerk present at the last meeting.
3.2	Trustees AGREED that the minutes were accurate.
3.3	The minutes were AGREED and APPROVED as an accurate record of the meeting and signed online by the Chair.
<b>4.0</b>	<b>MATTERS ARISING FROM THE MINUTES</b>
4.1	There were no actions or matters arising.
<b>5.0</b>	<b>CHAIR'S ITEMS</b>
5.1	<u>Ongoing programme for Trustee recruitment</u>
5.1.1	Trustees were advised that the parent trustee election was running this half term and by September there would be a newer, enlarged board.
5.2	<u>New tool on Governorhub like a skills audit</u>
<b>5.2.1</b>	<b>Action: Trustees to complete this tool on <a href="#">Governorhub - Board of Trustees - Effectiveness</a>.</b>
5.3	<u>Away Day in autumn term</u>
5.3.1	The away day will take place outside school but will be close by.
5.3.2	Two dates have been suggested of 17th or 24th October, but preferably it would be on 17 <sup>th</sup> .
5.3.3	Given recent transitional period of new leadership, plans are around reflection on the vision, fundraising wish list / ambition to be impactful.
5.3.4	The network of non orthodox schools are having a presentation tomorrow on Jewish inspection framework in light of <a href="#">the Chief Rabbi's review</a> of the united synagogue schools and the research aspect of this could be helpful.
5.3.5	Staff retention is a focus.
5.3.6	The school building has some premises issues e.g. boilers and decking.
5.3.7	There are challenges but also opportunities.
5.3.8	Trustee thoughts on the Chair's <a href="#">Renewing Our Vision paper</a> were: <ul style="list-style-type: none"><li>• The paper is refreshing and ambitious, high level observations and innovative ideas</li><li>• Renewing the vision is not about disposing of the old vision, which is relatively new and working well, but a renewed idea will be energising and it is the right time to be making ambitious decisions.</li></ul>
5.3.9	<b>Q: When did we last review the vision?</b> <b>A: It was in 2022 there was an away day where several founding people were invited to talk about their early visions and the text was affirmed. This time it is about how we do more with that.</b>
5.3.10	It was agreed that guidance from parents around development would be helpful.
5.3.11	There are more Hebrew speaking children and parents than before.
5.3.12	HG has been having conversations with prospective parents of children coming to the school, for example people who are thinking of moving to the area so that the children can attend the school.
5.3.13	The paper can be used as a discussion starter and reference point.
5.3.14	Trustees agreed that a school cannot be totally demand led and must be about leadership vision and leading the community.
5.4	<u>Ongoing programme for trustee recruitment</u>
5.4.1	Parent trustee election running this half term.
5.4.2	By September there will be a newer, enlarged board.

5.5	<u>New tool on Governorhub like a skills audit</u>
5.5.1	This is suggested as an action – on Governorhub. Board of Trustees / Effectiveness [insert link].
5.6	<u>Away Day in autumn term</u>
5.6.1	Will be outside school but close by.
5.6.2	Two dates have been suggested – 17th or 24th October – preferably 17 <sup>th</sup> .
5.6.3	Given recent transitional period of new leadership, plans are around reflection on the vision, fundraising wish list / ambition to be impactful.
6.0	<b>FUNDRAISING: MATCH FUNDING CASE-</b> Moshe [surname] & Peshman [surname]
6.1	<p>Highlights were:</p> <ul style="list-style-type: none"> <li>• There will be a match funding event on 18th and 19th May, the target is £100k of which £50k will be matched funds.</li> <li>• The chosen company for this is Fun Nation.</li> <li>• Staffing cannot be paid for by charity, however construction or something more tangible can be.</li> <li>• Eden Primary is the only Jewish primary school in Haringey, with over 200 pupils, it is an essential part of the Jewish infrastructure in the area and needs investment after 13 years.</li> <li>• Priorities include outdoor education and play, ethos is based on fresh air and nature.</li> <li>• The school was designed so that each class has outdoor space, new roofing and resurfacing is required and older children's classrooms need outdoor spaces to be finished.</li> <li>• Children with special educational needs and disabilities (SEND) need time and a space to self regulate outside the classroom, so a sensory room will be built and serve as an additional quiet space and will cost £50k.</li> <li>• There are roof repairs needing to be done, basic redecoration is needed and the costs are £50k.</li> <li>• The message will be in line with the school's ethos and the Jewish aspect.</li> <li>• There are three tiers at Fun Nation: tier one is match funders, ten at £5k each would be perfect. Tier two are individuals who cannot afford as much as tier one, for example £100-5k. Tier three are £5, £10, £50 kinds of donations from alumni, parents or grandparents as examples.</li> <li>• A 90 second school video clip will be made.</li> <li>• In terms of contacts to approach there is a list of different groups of people and this is being explored and guidance is being worked on, to ensure no conflicts of interest.</li> <li>• Champions are groups of individuals set up to work their contacts to raise funds. There will be about fifty groups asked to raise about £1k each.</li> <li>• There will be a lot of preparation but the actual exercise will be over just two days so it will be quite pressurised.</li> <li>• Help from trustees is about identifying people who might be able to give funds and contacts.</li> <li>• There is another local organisation fronting an identical campaign and they have signed up 200 champions and launched it, so there could be overlap and they could share contacts and knowledge.</li> <li>• Big donors in the community need to be identified.</li> <li>• Impact document shows people what their donation will do.</li> <li>• The biggest incentive is the children themselves.</li> <li>• The message to parents should be clear, that this is about going beyond friends and family, the pitch is that the school is an essential part of the community in this part of London and it's about maintaining Jewish life regardless of whether or not they have children in the school.</li> <li>• Monthly updates on the crowdfunding process would be provided leading up to May.</li> </ul>
6.2	<p><b>Q: Is the video clip focused on the fundraising campaign or a general video that will remain on the website?</b></p> <p><b>A: It could be focussed and then later used more generally.</b></p>

	<p><b>Q: Is there a legacy database to go back to for match funding?</b>  <b>A: No. That is what we are trying to build now.</b></p> <p><b>Q: What is process for doing due diligence and identifying people who might have the means and the appetite? Also there is a particular art to extracting money at that level. Is there anybody on the team who is confident and skilled to have those conversations?</b>  <b>A: Brainstorming – parents and grandparents may fall into the categories or know someone, whether it is an event after school, can be left to be explored.</b></p> <p><b>Q: Is there something that can incentivise the first donations?</b>  <b>A: They will be the lead sponsors of the campaign. Possibly a plaque. Donors like to hear from a parent or the headteacher, who are “the coal face”.</b></p> <p><b>Q: What is the cost?</b>  <b>A: A fixed fee and small percentage.</b></p>
<b>6.3</b>	<b><i>Action: Trustees to email HG or Pejman Ellis with details of anyone who may be a tier one crowdfunding donor.</i></b>
6.4	Trustees thanked Pejman Ellis and Moosh Ben Ari for their hard work on this.
<b>7.0</b>	<b>COMMITTEE &amp; OTHER REPORTS</b>
7.1	<u>Audit, Finance and Staffing Committee Report</u>
7.1.1	<p>Highlights were:</p> <ul style="list-style-type: none"> <li>• The DfE no longer have any major concerns about finances which is a huge step forward.</li> <li>• The Audit, Finance and Staffing Committee met on 26th February 2025.</li> <li>• The latest Management Accounts are a projection of the balanced position for the year with no change to the budget.</li> <li>• The significant increase in expenses of £70k is largely due to changes in staffing costs which has been offset in increases in income due to the recalculation of SEND top ups and grants.</li> <li>• The risk register focus was on DO being on leave and how to mitigate risk going forward.</li> <li>• The condition improvement fund application has been made for the maintenance issues.</li> <li>• HG is developing a <a href="#">schedule of maintenance projects</a> to be included in the budget for 25-26 (see Finance Committee folder on Governorhub).</li> <li>• A further update is that the catering contract has been updated, as an audit was completed on catering which was poor but fast action was taken to address the issue, and cleaning likewise so the school is joining a contract with two other schools to increase power, in terms of economy of scale, which has been possible even though the school is not part of a MAT.</li> </ul>
7.2	<u>Achievement Committee Report</u>
7.2.1	<p>Highlights were:</p> <ul style="list-style-type: none"> <li>• The last meeting on 3<sup>rd</sup> February was not quorate.</li> <li>• AL and the SENCO attended, it was unclerked due to illness and the minutes were completed by the Chair.</li> <li>• There are a number of children with quite significant needs taking up a lot of staff time and combined with new teachers there has been extra work for everybody.</li> <li>• A number of children with education health care plans (EHCPs).</li> <li>• An update is that two extra EHCPs have been approved since the meeting regarding these two year 5 children, however likely school will not be able to meet the needs for either. Four more applications are being worked on.</li> <li>• There is a very high level of severe and complex needs in the school. This is the same picture locally.</li> <li>• Progress is tracked via the Birmingham toolkit.</li> </ul>

	<ul style="list-style-type: none"> <li>The National Curriculum is not very different in maths and English from the school's curriculum, which is positive considering that it is likely that the NC will be imposed following the review.</li> </ul>
<b>7.2.2</b>	<b>Q: Is there a threshold to decide whether a request meets the threshold for application?</b> <b>A: Advice from educational psychologist, headteacher or experienced teachers. Time constraints are an issue in terms of making the applications. There are no shortcuts, it is about working out who is next in line with the greatest needs. There are 14 EHCPs in all.</b>
7.3	Reports from other link Trustees including visits
7.3.1	MH, BL and AL completed visits and filed reports as per the <a href="#">visits folder on Governorhub</a> .
<b>8.0</b>	<b>HEADTEACHER'S REPORT including SDP 24-25 update - HG</b>
8.1	The Chair acknowledged the format and content of the headteacher's report is positive.
8.2	The attendance figure is missing from the report but is above national average.
<b>8.3</b>	<b>Q: Do you ever have pupil premium pupils?</b> <b>A: The number at the school is very low.</b>  <b>Q: Is low pupil premium the reason for the quality contribution?</b> <b>A: No. The relationship is that the quality contribution just pay for Hebrew and Jewish education, it is for the general budget. If there was more pupil premium the budget would look different but we would be spending more on additional programmes.</b>  <b>Q: Is there a Trustee involvement in policy?</b> <b>A: Only for a permanent exclusion, but not for a fixed term suspension.</b>
<b>8.4</b>	<b>Action: Upload Exclusion Policy to the website – HG.</b>
<b>9.0</b>	<b>POLICIES TO ADOPT</b>
9.1	There were no policies to review or adopt.
9.2	There is now a new system and HEP will assist with the policies calendar.
9.3	It was suggested that a framework of each policy could be helpful to identify actions that need to be taken and this could be discussed in more detail at the away day.
<b>9.4</b>	<b>Q: How frequently do policies get reviewed?</b> <b>A: A cycle of which some are statutory, some set by government, some have to be on website and some are additional to this.</b>
<b>9.5</b>	<b>Action: The health and safety policy needs to be updated and brought to Finance Committee - DO.</b>
<b>10.0</b>	<b>GOVERNANCE</b>
10.1	GDPR
10.1.1	There were no breaches of GDPR to report.
10.2	Risk register
10.2.1	The only queries were related to the plan for if DO was absent, the closure of school and the breakdown of the boiler.
<b>10.2.2</b>	<b>Q: What is threshold for incidents where trustees become involved?</b> <b>A: A one day closure does not meet this threshold. If school was without water or heating for two weeks – trustees discussion.</b>
<b>10.2.3</b>	<b>Action: SLT should be given Chair's and Vice Chairs' contact details if required - HG.</b>
10.4	Trustee training
<b>10.4.1</b>	<b>Action: Clerk to share HEP training offer with Trustees [see below for completion].</b> Book your place on the governor training sessions in March. Further details, including how to book, can be found in this link <a href="#">March Governor Training</a> and upcoming sessions are as follows: <ul style="list-style-type: none"> <li>New Governor Induction - Part 1: Tuesday, 11th March 2025, 6-7.30pm &amp; Part 2: Thursday, 13th March. 2025, 6 pm -7:30 pm</li> <li>Safeguarding link governor - Wednesday, 12th March, 10-12pm</li> <li>SEND Briefing - Wednesday, 12 March, 6 pm -7 pm</li> <li>FINANCE: Supporting Schools in Deficit - Tuesday, 18th March, 10-11am or 6-7pm</li> <li>Governor Briefing - Thursday, 20th March, 6-7pm</li> </ul>

	<ul style="list-style-type: none"> <li>• Group Supervision for governors - Tuesday, 25th March, 6–7.30 pm</li> <li>• Managing difficult Situations (e.g. hearings, parental complaints, staff) - Thursday, 27th March, 6–7.30 pm</li> </ul>
<b>11.0</b>	<b>ANY OTHER BUSINESS</b>
11.1	MH offered to support HG with maintenance schedule.
11.2	MH might also support with exit interviews.
11.3	JO and HS potential <b>AGREED</b> to join the Board.
<b>12.0</b>	<b>CONFIDENTIAL ITEMS</b>
12.1	See Part 2 minutes.

The meeting closed at 9.25pm.

Signed.....Date .....

**Steve Miller**

**CHAIR OF TRUSTEES**