

THE GOVERNING BODY OF ALMA PRIMARY
MINUTES OF THE MEETING HELD AT THE SCHOOL ON

Wednesday 23rd May 2018

Present:

Ilan Jacobs	Katie Abrams
Marc Shoffren (Headteacher)	David Grunwald
Andrew Sutcliffe	Emma Goldstone
Deborah Brooks	Rina Wolfson
Sammy Rosehill	Sophie Fenton
Ed Lewin	Jean Linsky

PART I

In attendance:

Nicky Pagnotta

1. WELCOME AND LEARNING

Presented by Rina Wolfson.

2. ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Alistair Falk and David Steadman. Natalie Grazin absent for part I - due to arrive for part II.

3. DECLARATION OF ANY DIRECT OR INDIRECT PERSONAL INTEREST (INCLUDING BUT NOT LIMITED TO ANY PERSONAL FINANCIAL INTEREST)

After enquiry and explanation by the Chair, the following people declared a direct or indirect personal interest (including but not limited to personal financial interest), in the undertakings of the meeting:

- a) Paid employees of the school: Marc Shoffren and Sammy Rosehill.
- b) Governors with children attending the school: Natalie Grazin, David Steadman, Deborah Brooks, Ed Lewin, David Grunwald, Rina Wolfson and Sophie Fenton.
- c) David Grunwald's wife is a member of staff at the school.
- d) Jean Linsky's niece is a treasurer of an organisation who hire the school hall.
- e) Sophie Fenton is employed by Jewish Teachers Training Partnership which accredits the School Direct Training Programme and indirectly received funds from Alma Primary.
- f) Marc Shoffren's father-in-law is employed by the school.

4. RATIFICATION OF CHANGES IN THE GOVERNING BODY, COMMITTEE MEMBERSHIP AND CHAIRING OF COMMITTEES

The GB congratulated Emma Goldstone on her pregnancy and thanked her for her skilful chairing of the Yeladim-Children Committee. Emma will be going on maternity leave in September 2018.

Katie Abrams was proposed as interim chair of the Yeladim-Children committee while Emma Goldstone is on maternity leave. This was ratified by the GB.

5. PART I MINUTES OF THE MEETING HELD ON 7TH FEBRUARY 2018

No amendments were proposed or agreed to those minutes, which were formerly approved.

6. MATTERS ARISING FROM PART 1 OF THE MINUTES OF THE MEETING HELD ON 7TH FEBRUARY 2018

No amendments were proposed or agreed to those minutes, which were formerly approved.

7. REPORT FROM THE HEADTEACHER AND COMMITTEE CHAIR ON TIFUL - OPERATIONS & FINANCE COMMITTEE

The Headteacher confirmed the school has a reasonable financial situation; there is more income than expenditure. GDPR has been very time consuming but the school is also working on the long-term budget, looking at the next four to five years, addressing scenario planning and balance of costs. We can predict staffing levels accurately over a four-year period but not staff costs due to nationally agreed pay awards.

Governors discussed new funding scenarios on a year by year basis, choosing to decrease or increase variability while looking at Quality Contributions from parents, and forecasts on spending. David Grunwald thanked the school for managing the process very well. Staff had a 1.5% pay rise year on year. Concerns were raised with regard to affording new staff as next year may be a more turbulent time.

The Headteacher informed Governors that Rebecca Doctors had put in an enormous amount of work regarding the HSBC account direct debit problems. HSBC have admitted fault, with a full unreserved apology. Rebecca is negotiating compensation. Governors asked for their thanks to be passed on to Rebecca.

The chair of the committee confirmed two GDPR meetings have taken place with a group of staff and Governors. The school has to show to the authorities the processes we have in place after 25th May. The Headteacher confirmed the school have appointed internally a Data Protection Officer, Jo Portner. Jo will be receiving the necessary training. David Steadman has the expertise to deal with GDPR as a governor. **Governors agreed.**

The Headteacher confirmed that Alma is producing an asset register. We will be producing a project plan to maintain the school's assets that can be shared and reviewed.

Redesigning of the website was confirmed. All school policies are being reviewed to ensure they are compliant and up to date. Parental consent in terms of how the school uses their data was addressed and that parental data must be used with sensitivity. Governors agreed we are following a safe path and managing the risks.

The role of CFO was discussed. Governors agreed that this role is being covered by Rebecca Doctors who has the relevant skill set and experience of working with the Finance and Operations Committee. There would be no change to her job description.

The Finance and Operations Committee have discussed breakfast club. MJS confirmed it is a long-term project and there are no concerns. **No further action required.**

8. REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON LIMMUDIM – LEARNING

Data: In terms of attainment data, there are no huge concerns. Some low-level areas of concern in that teachers can be over cautious in their judgement. Writing in Year 2 was flagged as not making progress. Good progress in reading, some writing, some maths. The presentation of data is clear and understandable. It was agreed that looking at trend data was more helpful e.g. five-year long-term trends. In response to a governor’s enquiry regarding the statistics on writing, the Headteacher highlighted concerns that the statistic based on 30 children was not a valid sample. There may not be consistency year on year as the school is so small. Acknowledging that writing is a difficult area to get right, the Headteacher stated there is further work to do and he and the SLT will look at writing and provide better support in greater depth. A governor discussed correlating standard data along with SEND data which may show an explanation for those achieving lower marks. Advantages and disadvantages of active learning in group work were discussed.

Ivrit & Jewish Learning: The chair of the committee confirmed the first meeting had taken place of the Ivrit and Jewish Learning Sub Committee. Minutes will be brought to the next GB meeting for discussion. A governor raised concerns about data on progress in Ivrit and Jewish Learning. A full update and discussion will be presented by the Chair of the sub-committee at the next full GB meeting.

Gifted & Talented: The Gifted and Talented policy was discussed with the Learning Committee. Governors expressed concern about the lack of children identified as G&T and the risk of a lack of stimulation for able children. The Headteacher noted that addressing provision for children who are making exceptional progress in the curriculum and for those with talents in sports, arts and music is a part of the SDP for 2018-19.

Action: The committee will address this issue and report back.

Staffing: It was agreed that Ivrit teaching will be discussed at the next governors meeting as Natalie Grazin (Chair of the JL & Ivrit sub-committee) was not present at that point in the meeting. There have been some staff changes the Headteacher and SLT have put a plan in place to address any gaps.

9. REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON YELADIM - CHILDREN

The Headteacher confirmed a new SENCO has been appointed, starting in September. This has been a time-consuming area for the current SLT to cover. The chair of the committee reported that children identified as having SEN are making good progress and that interventions are having an impact.

A safeguarding visit is planned for later in the term.

Admissions were discussed, with tentative trends in applications presented. The Headteacher confirmed there are no appeals for Reception. There are fewer children on the waiting list compared to previous years. Governors expressed concern about the future impact if applications reduce further.

Action: Yeladim-Children committee to discuss at next meeting and plan for promoting the school in the local area.

The **Accessibility** Policy was presented. A governor suggested building an Accessibility Plan in to the School Development Plan. **GB approved the policy.**

The **Healthy Relationships and Sex Education** Policy was presented. A governor enquired about diversity in gender identity and how this would be addressed.

Action: SLT will update the policy in light of upcoming government guidelines on RSE.

A governor raised the fact that parents could question the curriculum and ultimately have the right to refuse their child takes part. The school will be running sessions for parents in the future to enable buy-in to SRE sessions.

Action: The policy will be finalised and presented to the Yeladim-Children committee.

10. REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON ANASHIM - PEOPLE

Governors have been on the interview panel and are pleased with new appointments. A part time SENCO has been appointed, working two days a week. The Headteacher confirmed wellness of staff is good. The Headteacher will be running the results of the main staff survey and will report to the GB in the autumn term.

The chair of the committee reported that work is needed on volunteering and the process of recruitment. The recent survey was analysed, highlighted duties were weighing down on staff. A lunchtime supervisor has been appointed to relieve staff at lunchtime.

Staff development was discussed. It was highlighted that as the school grows our resources will be stretched. The Headteacher stated it was a challenge to get everyone together, but he is leading sessions for LSAs. A governor asked how much does the school invest in training the SLT, noting that the balance of spend between SLT and all staff is important. The Headteacher confirmed five full days of INSET for teachers has been planned as well as opportunity for external training. A governor requested feedback from SLT with regard to courses and suggested a leadership session on team development.

A governor raised the issue of coordination between Anashim-People and Tifal-Operations committees to ensure plans for staffing are affordable.

Action: Chairs of committees to coordinate processes with Headteacher.

Action: The staff leaver process will be discussed at the next Anashim-People Committee meeting.

11. REPORT FROM HEADTEACHER ON LEADERSHIP AND GOVERNANCE AND JOINT CHAIRS' REPORT

Confirmed appointments:

Jeanie Horowitz has been appointed as Jewish Learning Leader and will join the SLT, increasing her hours to three days a week.

Rachel Clarke has been appointed to work two days a week as SENCo and will join the SLT.

Year 5 teacher to be confirmed.

All appointments were ratified by GB.

The school website to be reviewed after half term. The Headteacher working on playground development.

The Joint Chairs of Governors reminded governors to complete the GB self-evaluation survey when it is sent out in June.

12. ACCEPTANCE OF POLICY TRACKER

The Headteacher presented the Policy Tracker to the GB, a document which summarises progress in ensuring staff are up to date with all policies relevant to their roles. **Acceptance was confirmed by GB.**

Action: Committee chairs to review areas relevant to their committees with the Headteacher.

13. OFSTED UPDATE

The Headteacher reported that he is anticipating an Ofsted inspection in the Spring or Summer of 2019. The staff team is continuing to focus on high quality teaching and learning, develop systems and ensure policies are up to date.

14. UPDATE ON GOVERNOR VISITS

Governors reported on completion of visits for:

- Maths learning walk.
- Safeguarding review.

Committee chairs were reminded to plan with the Headteacher two visits per term on key priorities for their committee.

15. Review of SDP & Self Evaluation Report (including Risk Register)

The Headteacher presented these documents for review by the GB. **Acceptance was confirmed of SDP and SER.**

Action: School will invite all governors to a session with staff on the School Development Plan on 25th July 2018.

16. UPDATE ON GOVERNOR Q&A

It was agreed engaging and communicating with parents and governors is good practice. Communication through coffee mornings and the newsletter has updated parents about the School Travel Plan and developments to the playground.

Action: Joint Chairs to consider how chairs are arranged for coffee mornings to encourage open dialogue between parents and governors. Joint Chairs to invite most appropriate governors and hold a reserve list.

17. DATES OF NEXT MEETING

Next Formal GB will be on Wednesday 31st October 2018.

Governors accepted the meeting schedule presented by the Headteacher.

18. ANY OTHER BUSINESS

None

19. MOTION OF CONFIDENTIALITY

It was resolved that, because of its nature, the further business to be transacted be treated as confidential and not for publication.