

**THE GOVERNING BODY OF ALMA PRIMARY**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL ON**  
**Monday 15 July 2019**

**Present:**

Ilan Jacobs (Chair and chairing this meeting)	Ed Lewin
Andrew Sutcliffe	Sammy Rosehill (Assistant Headteacher - AHT)
David Grunwald	Sophie Fenton
Deborah Brooks	Marc Shoffren (Headteacher)
Jean Linsky	

**In attendance:**

Nicky Pagnotta, School Admin Assistant

**ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from David Steadman, Rina Wolfson, and Emma Davies.

**DECLARATION OF ANY DIRECT OR INDIRECT PERSONAL INTEREST**

No new direct or personal interests declared. No changes have been made to Register of Business Interests and Related Parties.

**CHANGES ON GOVERNING BODY**

The Chair confirmed that there have been three Governor resignations: Emma Viner, Richard Cornelius and Alastair Falk. He expressed the Governing Body's thanks for their contribution to Alma Primary and explained that with the Vice Chair he will be undertaking a recruitment drive for new Governors.

There have been no changes to Alma's committee membership and Alastair Falk has agreed to remain a member of the Jewish Learning Committee.

**PART 1 AND PART 2 MINUTES OF THE MEETING HELD ON 5 JUNE 2019**

No amendments were proposed or agreed to the minutes of the meeting held on 5th June 2019, which were formerly approved.

**REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON TIFUL - OPERATIONS AND FINANCE**

*Budget:* The Committee Chair discussed the School Business Manager's report and the level of voluntary Quality Contributions parents had made. A Governor challenged that a simple, clear document prepared for parents at the end of year, reporting on impact would be welcome, giving parents a sense of what their donations are spent on.

**ACTION:** Finance and Operations Committee to consider improvements and enhancements to communications with parents regarding donations.

The Committee Chair explained the suggested level of contribution for 2019/20 which is proposed to be £1545 for the year, an increase of £45 on 2018/19, or £15 per term.

**DECISION:** Governors approved the 2019/20 suggested donation

*GDPR:* Governors discussed a policy at other schools asking parents to not take photographs of children during school events due to the application of the GDPR. The Governors were concerned about such a restrictive policy and asked the school to investigate.

**ACTION:** School Business Manager to take advice from school outsourced DPO as to how the GDPR applies to photos in school and whether Alma policies need changing.

Committee Chair reported that David Steadman has stood down as GDPR governor and it was suggested that the gap be filled by creating a link governor role on GDPR

**ACTION:** Chair and Vice Chair to add a GDPR Governor to the link Governor list.

## **REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON LIMMUDIM/LEARNING**

*Five Year Data:* The Committee Chair briefly reported back on the Committee's examination of five year data which provided a fantastic opportunity to look at year groups all the way through the school, identify trends, the year groups that may have issues and which areas of the curriculum needed attention. A Governor challenged as to what was being done to support those children who the data shows are performing below expectation. The Assistant Head Teacher confirmed that an additional teacher in Year 6 will meet with those children on the cusp of not meeting targets and that every teacher and LSA has been given the names of these children, who have also received input from the inclusion team.

**ACTION:** GB to review the data in depth at next meeting.

*Planning:* The AHT explained to Governors that she had presented a five year plan to the school's Senior Leadership Team (SLT) and explained the planning resource Alma use called Classroom Secrets enabling staff to plan and report, pushing children in the right direction.

*Ofsted follow up:* AHT explained that the expected Ofsted inspection at some point in the next 24 months will dictate work programme going forward.

*Jewish Learning:* the Committee Chair explained that the Jewish Learning sub-committee are in the process of responding to the external report drafted by Alastair Falk. Alma's Jewish Learning goals have been rewritten in draft and the Jewish Learning Leader will present to the Governing Body in a deep dive at the next meeting. The

A Governor challenged the Head on the development of the Curriculum. The Head replied that his team is working on it, with external support from Nic Avery. The Head will report back to Governing Body.

## **REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON LIMMUDIM – CHILDREN**

*Admissions:* the Head discussed admissions and set out how much time has been spent visiting the new families. He was challenged by a Governor on the process and has committed to reviewing the admissions process.

**ACTION:** Head to review the admissions process and report back to Governors.

*Relationship, Health and Sex Education:* The Head reported that the RHSE programme for Year 4, 5 and 6 has been confirmed for September 2020. This is not compulsory and parents can withdraw. The AHT is looking through national RHSE policy and guidance which will be reviewed in September, to ensure that Alma is in line, and the SLT will be attending relevant training in September. A Governor challenged on the reception from parents and the Head confirmed that there has been a great response from parents and children and that Alma will be incorporating it into curriculum evenings from September.

**ACTION:** Governors will monitor this over the course of the coming year.

*Attendance:* The Head reported that absences have shown a small increase: 2.28 to 2.82 this year for authorised. Governors challenged the Head on the increase and he explained the school's approach – that is robust about saying no to parents requesting extended holiday. He attributed the small growth in unauthorised absences due to growth in number of children.

*Pupil Premium:* The Head reported that Alma has 11 children in receipt of pupil premium and that some of Alma's pupil premium money has been spent on a new initiative: a workshop for a seven families, supporting their child with Maths over four sessions. The school has had very positive feedback from five of the families involved to date and the workshop will be offered again in September, with parents asked to make a small contribution.

A Governor challenged the Head on how he can be sure the needs of the pupil premium children are being met. The Head explained Alma's approach and advised that the school's Inclusion Leader and himself would be reviewing the needs of pupil premium children in the Autumn term. They will look at strategies and provide parents with tools in addition to the work at school. They will be a public report on this next year.

**ACTION:** Alma to review pupil premium spending and report back to GB.

## **REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON ANASHIM - PEOPLE**

*Recruitment:* the Head reported on the extensive interviewing for replacement and new staff over the Spring and Summer terms and expressed thanks to the Governors who have supported this process.

A Governor challenged the Head on the costs of the recruitment process and the use of agencies and the Head responded that while there have been costs involved, some can be mitigated. It was suggested Alma produces a promotional video: '*come and work at Alma*'. PaJes could also help potentially with Alma's recruitment strategy.

**ACTION:** Alma to review the recruitment strategy and report back.

*Staff Wellbeing:* the Head reported on a project called MITA which Alma successfully applied for and only 1 or 2 schools win, which consists of free training, estimated to be worth over £10,000.'

MITA is focused on supporting LSAs, requiring them to come out of class for three hours every week. In the Head's view it is an investment in support staff from which Alma will benefit, keeping staff engaged. A steering committee has been formed of staff and the Vice Chair will sit on it.

**ACTION:** Head to will capture the staff's perception of MITA in the staff survey next year.

*Staff Survey:* The Head confirmed that he did not conduct a staff survey in this academic year as staff had completed an Ofsted and a MITA survey. Governors challenged the Head on whether this was sufficient and a discussion was held.

**ACTION:** The Head, the Chair of the People Committee and the Vice Chair will work to find a satisfactory compromise with regards to staff surveys.

*Pay Process:* The Chair of the People Committee followed up on discussions this term regarding the boundaries of the Pay Committee and has held meetings with the Head and the Chair with a view to rewriting Alma's Pay Policy.

The Committee Chair stressed that the Pay Committee must be meaningful and vigorous with appropriate boundaries in place. There has to be the right level of scrutiny and accountability – sensitive to confidentiality and anonymity of staff.

**ACTION:** The Chair of the People Committee to work with the Head to revise the policy, which should then be reviewed by the Committee and signed off by Governors.

*Health & Safety:* the H&S governor visited the school to review the fire drill procedures and reported back to the Head and the GB.

## **REPORT FROM THE CHAIR AND VICE CHAIR**

*Future Governance Changes:* the Vice Chair presented the Future Governance Proposals to the Governing Body.

**DECISION:** Governors approved the changes to the Governing Body committee structure, to come into effect from Autumn term, 2019/20.