

**THE GOVERNING BODY OF ALMA PRIMARY**  
**MINUTES OF THE MEETING HELD AT THE SCHOOL ON**  
**MONDAY 27 MARCH 2017**

**Present:**

Natalie Grazin (Joint Chair)	Tabitha Sumberg
Andrew Sutcliffe (Joint Chair and chairing this meeting)	Hiten Jethwa
David Steadman	Noa Bladon
Ilan Jacobs	Emma Davies
David Grunwald	Sami Rosehill
Edward Lewin	Marc Shoffren (Headteacher)

In attendance:

Colin Grazin - Acting Clerk to the Governors

**PART I**

**22/1 WELCOME AND LEARNING**

Andrew Sutcliffe took the Chair and welcomed everyone to the learning session, led by Sammy, on the theme of Leadership.

**22/2 ACCEPTANCE/NON-ACCEPTANCE OF APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Deborah Brooks, Laura Sherling, Niki Jackson and Richard Cornelius.

**22/3 DECLARATION OF ANY DIRECT OR INDIRECT PERSONAL INTEREST (INCLUDING BUT NOT LIMITED TO ANY PERSONAL FINANCIAL INTEREST)**

After enquiry, 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: Emma Davies, Deborah Brooks, Tabitha Sumberg, Natalie Grazin, Ed Lewin, David Grunwald, Laura Sherling, David Steadman, Michelle Jacobs.
- c) David Grunwald's wife is a member of staff at the school.
- d) Emma Davies noted that she runs first aid courses for the school, but that this is done on a pro bono basis with the money saved to be used as a donation to the school building fund.
- e) Tabitha Sumberg's husband undertakes occasional paid work for the school when commissioned to make short films.

## **22/4 PART 1 MINUTES OF THE MEETING HELD 12 December 2016**

It was agreed that there were no inaccuracies in the minutes which were **formally approved**.

## **22/5 MATTERS ARISING FROM THE PART 1 MINUTES**

All actions were noted either to be completed or in hand with the exception of the following:

- Safeguarding. Hiten will arrange training for Governors.
- The HR specialism for the People Committee has been filled. The new member recruited is an expert on HR and Governance
- One other new member has experience of employment law.

## **22/6 REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON LIMMUDIM/LEARNING**

### **Report from Headteacher**

It was agreed that the report from the Headteacher be taken as read. The GB discussed the detailed data contained in Table 1, with reference to whether this information needs to be included in the minutes for the GB meeting. It is to be replaced by a summary of key points. It was considered it should be included in the Performance Data Report.

**Action:** This issue will be discussed in the Learning Committee, as to how it might best be done.

MS felt this was too complex for full GB meeting. It would be more useful just provide a summary.

### **Report from Committee Chairs**

AS reported on behalf of the Chairs of the Learning Committee. GB discussed progress in children's writing abilities and generally welcomed the improvements. MS explained issues relating to differentiation and gifted children. A policy for dealing with such children is in draft and will be brought back to the GB. It was relatively hard to deal with this issue in very young children. In answer to concerns about the changes in table 1, MS said that it was important to get the balance right between three areas, reading writing and maths. A governor asked about Key stage I assessment results for 2017 – when might that be. MS said it was too early to answer the question.

MS distributed target sheets to the GB, as agreed between MS and the teachers. He noted the targets are challenging and would not be easy to achieve.

## **22/7 REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON YELADIM/CHILDREN**

### **Report from Headteacher**

It was agreed that the report from the Headteacher be taken as read. The table within the report showed that there was a small drop in the number of applications, with an increase in proximity applications, and a smaller number of faith applications. GB noted that this balance was as expected. GB discussed the level of data provided and agreed that was appropriate. The GB discussed data relating to children's gender with particular reference to the difference between year 3 children and younger children.

**Action:** Agreed to leave the data as it stands.

**Action:** Children with SEN attending clubs to be checked and discussed in children's committee.

Children's attendance data was summarised at table 7. MS believed these figures were still good but overall attendance record 96.38% was slightly less than last year. It was important to point out to parents that they need to have the children at school. There was no pattern of non-attendance on a Friday. A governor asked whether the school provided a certificate of attendance. SR said this was not common practice. It would be unfair for children who were ill. Although Barnet figures were discussed, GB noted it is difficult to compare with other schools.

### **Report from Committee Chair**

Hiten Jethwa reported as the Chair of the Children's Committee. Two members of the committee have resigned but new member Ohr Barak has joined. The committee picked up on 2 issues

1. Admissions Policy. There was one substantial change – priority for children in receipt of pupil premium could not be added as there had not been sufficient time for approval from Barnet Council.

**Action:** More time was needed for this issue to be dealt with next year

2. SEN Visit. Actions arising are in the Chair's report. Scrutiny on safeguarding is going well, apart from the GB who need the training. There was a discussion on well-being and ethos.

**Action:** The committee will discuss the next steps in seeking to assess emotional health and well-being.

**Action:** GB to look at Single Central Register next term

**Action:** SEN policy will be on the agenda to be approved at next formal GB.

## **Questions and Discussion**

MS said that teaching staff had now had Prevent Training but it had not been possible to get all support staff to attend.

**Action:** All governors should also complete the Prevent course, along with Safeguarding.

A query was raised as to whether there is a central record of the training Governors have received.

**Action:** Every half term governors should tell the clerk training they have received in the clerk to keep a record. NG noted training should be cascaded to other governors others asked whether there should be a more structured training programme and questioned whether governors have received sufficient information from Barnet Council.

**Action:** NG to check with Barnet about Governors' training information.

It was suggested more use be made of online resources.

**Action** To see if that would be a useful resource.

A question was raised as to whether all governors need safeguarding training. It was noted that all should complete it.

## **22/8 REPORT FROM HEADTEACHER AND COMMITTEE CHAIR ON ANASHIM-PEOPLE**

### **Report from Headteacher**

It was agreed that the report from the Headteacher be taken as read.

Staff absence figures were discussed, and their relation to staff wellbeing. If with one long-term absence was discounted, there was a much smaller number of staff absences than last year. It had been agreed to look for staff for reception job. There had been a good level of applications and interviews would take place the following week.

Raya Ben-David, the current leader of Jewish Learning and SMSC will be leaving in the summer term and the school will look for a new person to fill that role. It will be harder to find an Ivrit teacher than a normal class teacher; there was a need to use contacts alongside formal processes.

A governor asked about volunteer pupils from JCoSS working in the school. MS said they were doing well and getting to know the children. At present there is a

large number of volunteers to accommodate. A governor expressed a concern that Alma would be seen in a bad light if the project did not continue.

**Action:** The school will review this project again next September.

### **Report from Committee Chair**

Ed Lewin as Chair of the Committee reported.

The Committee had looked at pay scales and the pay review process. To date, there had been no formal process. The committee was working with the Joint Chairs and MS on this.

The committee believed teachers deserved certainty as to pay arrangements for the future and that pay reviews should be dealt with on a formal basis. Work on the pay scales was continuing and would be distributed in the near future. In the meantime MS brought to the committee draft pay scales.

Further policy development may be required. At the moment there is no paternity leave policy

**Action:** CTG to assess whether such a policy is needed and if so to draft it.

The staff survey results were available.

**Action:** MS is leading the recruitment process

MS said governors should be involved in recruitment for roles that are on the School Leadership Team.

The pay scales document was tabled. The figures contained in it are recommended by the teachers unions. All other roles are rates used by Barnet Council non-teaching scales. The rates for teachers are national pay scales using Outer London figures. Alma had not previously fixed upper limits but there is now a proper expectation for all staff for the future. This document will now be shared with staff. There have already been some informal conversations.

The document has not yet been considered by the Finance Committee but agreed there was no need to seek their approval here

**Action:** Pay scales document will be looked at in each year. This will be dealt with in the summer term in advance of next year, as part of budget planning for that year

A governor asked how many teachers were in a union. It was agreed to leave that matter for the time being.

## **21/12REPORT FROM SCHOOL BUSINESS MANAGER AND COMMITTEE CHAIR ON K'SAFIM-FINANCE**

### **Report on behalf of the School Business Manager**

MS reported on behalf of Rebecca Doctors, School Business Manager. It had been agreed that she would only provide variances more than £1000 or 5%. Financially the school is managing. 98% of budgeted income has been received. 90% of budget is expected to be spent. This was explained by reference to the budget but there were also some elements of underspending. Fundraising has helped to get more money. Safeguarding was proceeding well.

There were still certain issues on the **Site**, particularly relating to security. City Access will sort it out.

MS reported that there may be a deficit at the end of the year, although not leading to a further impact on reserves than predicted.

In response to a Governor's question, Ilan and Marc confirmed that the school is able to hold onto money if there is an underspend.

In response to a question, Marc confirmed that he remains confident that the existing Reserves Policy is appropriate.

### **Report from Committee Chair**

Ilan Jacobs as chair reported. He asked for approval of the Community Use Policy. Legal advice had been taken. However, CTG identified a number of important legal issues requiring attention.

**Action:** CTG to amend it further from a legal perspective. It will then be circulated again to all Governors.

The formal Security subcommittee had been dissolved and in its place there is now a working group. This should produce an improved service.

The School Travel Policy is going well.

A re-tendering process for lunches is underway.

Quality Contributions. 84% of the money pledged has now been received There has been good feedback from parents. The Governing Body will have to decide how far to go to collect QC money.

**ACTION:** Emails to be sent to parents who have not yet paid.

**ACTION:** Regular reports will now be provided to Governors.

## **21/13 REPORT FROM HEADTEACHER ON LEADERSHIP AND GOVERNANCE AND JOINT CHAIRS' REPORT**

### **Report from Headteacher**

The School Evaluation Report has now been refocused to create a more useful document.

The school has received two complaints, from the same person. One has been resolved and the second is being resolved.

GB noted that there is no need to move quickly into any arrangement with other schools in clusters.

### **Report from Joint Chairs**

Natalie Grazin reported on behalf of the Joint Chairs.

The Head's Performance management took place this term, resulting in a focus for the school on developing the quality of teaching and learning, the work of the SLT and a consistent and reliable school working culture. This includes work to ensure information is available and workload is sensibly managed.

The Joint Chairs introduced two new documents on governance from the Department of Education. GB noted the key issue is to ensure proper control of finances. Governors were asked to read both. The DfE competency framework for governance will be used as the basis of a governor survey next term.

Four new committee members were discussed and approved, with two (Emma Viner and Ohr Barak) joining Children's Committee and one (Ruth Nyman) joining People Committee. There have also been some resignations.

The Joint Chairs have initiated a process of review of GB and committee membership, looking at numbers, skills gaps and succession planning.

GB noted that Niki Jackson has stepped down with immediate effect (see part II of these minutes). Niki will however continue as a volunteer and was thanked for her past efforts.

### **22/11 Introduction of GB Annual Planner**

The document is to be treated as a 1<sup>st</sup> draft. The GB should look at the peaks and troughs of their work. GB are invited to treat this as a working document to be developed over the year. GB was noted that a small school like Alma still has a similar number of governance tasks to complete as any large school.

**Action:** GB members are to amend/approve their responsibilities and tasks.

CTG as Acting Clerk will look at Clerk's role for papers to go out in good time for Governors meetings and this will be sent out as Excel documents for comment by GB members.

### **22/12 Acceptance of School Evaluation Report, School Development Plan and Risk Register**

The SER is intended to show progress and has links to the SDP. Chairs of committees commented on the value and meaning of the data visualisation and this will be revisited by MS. The SER was accepted by the GB, but subject to the Committees each looking at their sections again.

The risk register was not available at the meeting.

**Action:** Risk register to be sent out by email

**Action:** MS and the Leadership Team will develop the School Evaluation Report further, embedding the Risk Register within it, reducing the future workload of the GB and SLT.

### **22/13 Dates of next GB meetings**

These dates were agreed.

Staff and Governors meeting to look at School Development Plan is scheduled for 24<sup>th</sup> July – all Governors will be invited to attend.

**Action:** MS to send out details of Staff and Governors day to all GB members.

### **22/14 Any Other Business**

None

There being no other business the meeting closed at 9.55 PM