**Broughton Jewish Cassell Fox Primary**

**Governing Body Meeting Minutes**

**School: Broughton Jewish Cassell Fox Primary School**

**Quorum**: **5 (met at this meeting)**

**Chair: David Bondt**

**Clerk: Frances Bennett**

**Date of meeting: 14 December 2021**

**Venue: remotely**

**Attendance**

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| **Name** | **Governor type** | **‘End of Term of Office’ date** | **Present (P)/apologies (Ap)/absent (A)** |
| Yehuda Pearlman | Principal | N/A | P |
| David Bondt (Chair) | Foundation | 31/07/2025 | P |
| Yehuda Fagleman\* | Foundation | 06/06/2022 | P |
| Tamar Tabor | Foundation | 30/06/2024 | P |
| Alison Kaye | Community | 30/09/2025 | P |
| Cath Davies | Staff | 31/03/2022 | P |
| Nicola Taylor\* | Staff (deputy head) | 29/06/2024 | P |
| Hannah Nussbaum | Parent | 18/12/2022 | P |
| Bashy Rice | Parent | 18/10/2024 | P |
| Dani Mechlowitz | Co-opted | 29/07/2025 | P |
| Izzi Rosenberg\*\* | Co-opted | 29/07/2025 | P |
| Nicola Jaysan |  | 29/07/2025 | P |
| Sydney Fulda\* | Foundation | 05/07/2024 | P |
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| David Mechlowitz (Vice Chair) | Foundation | 29/07/225 | A |
| Shloime Graff | Foundation | 30/06/2024 | A |
| Amir Ellituv | Foundation | 05/07/2024 | A |

*\*joined the meeting later – see item 4*

*\*\*joined the meeting later – see item 5*

**Others present**

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| **Name** | **Role** |
| Rachel Baker | School Business Manager (SBM) |
| Frances Bennett | Clerk (One Education) |

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed all to the meeting. The face to face meeting had to be moved to a remote meeting due to COVID-19 restrictions. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **2** | **Verbal; declaration of interests** | | |
| There were no declarations of interests relating to the agenda items. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **3** | **Appointment of governance professional (Clerk)** | | |
| Governors appointed One Education Ltd as governance professional for 2021-22. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * One Education Ltd appointed as governance professional | Governing Body |  |

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| **4** | **Minutes of the last meeting (6.7.21) and matters arising** | | |
| The minutes of the last meeting 6.7.21 were approved as an accurate record of the meeting. A copy will be signed for retention on file, when possible.  Matters arising  The uniform committee were reviewing a new uniform, however, this has been put on hold as this would be an added expense in the middle of a pandemic.  *Q. Should the committee be reconvened at some stage?*  It would be useful to change to a standard polo shirt. The Principal commented that it is difficult to persuade pupils to wear ties. He has visited other schools where ties are no longer worn. The wearing of ties is historical. The school needs to modernise.  *\*Nicola Taylor joined the meeting*  One governors commented that the wearing of ties is part of the school’s tradition, however, it was acknowledged it is expensive for parents to keep buying ties. A lot of adults do not wear ties nowadays.  A number of governors agreed that ties are outdated. The current uniform is impractical and pupils do not look smart. It is uncomfortable for pupils. It was suggested to have a standard polo shirt and a fleece.  *Q. How will the pupils be distinguished from other schools?*  With a logo on the shirt.  *Q. What about the financial implications?*  This could be phased in for new year groups. Parents of existing pupils can buy the new uniform if they wish.  *\*Yehuda Fagleman joined the meeting.*  Governors stated that most pupils have a new shirt, every year.  The cost of uniform has been researched and different companies are not much more expensive than supermarkets.  The SBM agreed to undertake further research on costs and designs and report back at the next meeting. The SBM asked for some help on design and was informed that the Parent Teacher Association (PTA) could help. The Chair agreed to talk to the PTA.  *Q. If it is too expensive to have a logo could the uniform be worn without a logo?*  This would lose the school’s identity which is important.  *\*Sydney Fulda joined the meeting.*  A governor commented that if the jumper has the logo it is not needed on the polo shirt. However, not all pupils wear a jumper. The costs should not be too high as the school will buy in bulk to reduce costs.  *Q. Will this change be effective from September 2022?*  Yes.  School finishing times  This issue had been raised and the Principal advised that he undertook a lot of work in discussions with staff. 4pm is too late for younger pupils to finish. ,  *Q. What are parents’ perceptions?*  It is convenient for parents. Pupils finish time would be 3.15pm in Reception, and other pupils finish time is 4pm. After school clubs are oversubscribed.  Pupils are not focused by the end of the day and unable to self-regulate. 8.45am to 4pm is a long day for pupils. This is affecting behaviour and wellbeing.  It was agreed to change Y1 and Y2 to a 3.30pm finish time.  *Q. What are the after school options for Y1 and Y2?*  There is always an after school option. Not all pupils will need this option. The school will not offer a 30 minute after school option.  *Q. Could a room be kept open where parents, with children in KS1 and KS2, could listen to their KS1 children read whilst waiting for KS2 to finish?*  This would have staffing implications and staff wellbeing needs to be considered. It is already a long day for staff.  The Principal stated that his would only affect a few families. The SBM agreed to look at the number of parents with children in both KS1 and KS2.  The school day needs to be adjusted to satisfy staff and their wellbeing. A letter will be sent to parents in January 2022.  *Q. Could a remote meeting be held with parents to explain the reason for the change, in January 2022?*  Yes. Staff governor, Nicola Jaysan agreed to organise this.  *Q. Could pupils start later in the morning?*  The first 20 minutes is used for phonics and this is very productive. Most pupils are settled in the school by 8.40am.  Governors agreed with the new finish times, in principle, although stated that this should not be rushed. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Minutes of the last meeting approved * Undertake further research on school uniform to report back to governors * Review number of parents with children in both KS1 and KS2 * Contact PTA regarding school uniform * School uniform report to be an agenda item for the next meeting * Arrange remote meeting on school finishing time, with parents. * New school finish time agreed, in principle. | Governing Body  SBM  SBM  Chair  Clerk  Nicola Jaysan  Governing Body | 21 Mar 22  21 Mar 22 |

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| **5** | **2020-21 year-end financial statements** | | |
| The Chair advised governors that the accounts have not been received from the auditors. They will be ready tomorrow and a finance committee meeting has been arranged, to review the accounts, for tomorrow evening. The year end accounts and notes will be sent to governors to obtain email ratification. Any governor is welcome to attend the finance committee meeting tomorrow.  *\*\*Izzi Rosenberg joined the meeting.*  *Subsequent to the meeting, the Finance Committee chair, Izzi Rosenberg, confirmed the Finance Committee met with the following governors present: Yehuda Pearlman, Izzi Rosenberg, David Bondt, David Mechlowitz and Yehuda Fagleman. Various queries were raised and resolved and the reserves policy was increased to £65k which is approximately two weeks of the general annual (GAG).*  *The year end accounts were approved by the committee.* | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Ratify 2020-21 year end accounts | Governing Body |  |

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| **6** | **Principal’s Report** | | |
| The Principal presented his report and the following points were raised in discussion.  The agenda items relating to this report are:   1. Pupil progress 2021-22 2. School priorities -improvement plan 3. Self-evaluation form 4. Quality of education 5. Wellbeing of staff and pupils   Most of the agenda items were covered in committee meetings and the minutes contain details of the discussions held.  Nicola Taylor has data on vulnerable pupils which will be shared at the next quality of education committee meeting.  *Q. How are pupils settling into the school?*  Pupils have joined the school at a lower level than expected. There has been a lot of absence over the last two months.  The new writing programme is working effectively. There has been less focus on humanities. The quality assurance visit was successful with a number of positive elements. Some small amendments were needed to mathematics and these have been carried out.  Staff were thanked for putting in new initiatives to drive standards forward.  Data has been collected and an analysis is being undertaken. This includes pupils with special educational needs (SEN). Data is not as strong as in previous years and the school is looking at ways to improve this.  Wellbeing continues to be a major focus and Principal confirmed he had met with the wellbeing lead from London. The school is part of a pilot project involving eight schools. A PAGES award is going to be introduced for wellbeing. BJCF would become a flagship school.  Kodesh studies staff are working hard on the curriculum and a reading assessment has been undertaken this term. Software is being used to produce clear reports.  Staff governor confirmed that they are working on the pedagogy to improve the depth of learning.  The child protection on-line monitoring system (CPOMS) is now functioning and staff are being trained, next week. This should lead to a big improvement in tracking behaviour etc.  *Q. How is COVID-19 affecting the school?*  It has been very difficult with staffing, especially last month. There are regular updates now the school is concentrating on keeping everyone safe.  *Q. What are the procedures for educating pupils who are isolating?*  Work is put on Google Chrome and documents are shared with pupils. Staff have been very effective in this. There is also an updated policy on the website.  *Q. Have teachers been able to implement the home learning effectively?*  Yes. It is seamless and easy to monitor. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **6** | **Safeguarding** | | |
| A termly report produced by the designated safeguarding lead (DSL), was send to governors ahead of the meeting.  There have been no referrals to child protection. One family did refer themselves.  Three pupils are accessing early help and one pupil is attending alternative provision.  The school has one pupil who was previously a looked after child (LAC). Five pupils need a social worker and four of these pupils have special educational needs (SEN).  Details of safeguarding training is also contained in the report.  Attendance is 96% which is above the national average (NA).  *Q. Could the school explain how CPOMs works with regard to general behaviour and safeguarding?*  CPOMS is used to record behaviour or any other concerns. It automatically communicates to the appropriate person. It is an alert system and once a concern has been recorded, it is forwarded to the appropriate person to action. The system can also provide reports easily.  *Q. Could governors have a demonstration at the next meeting?*  Yes. An anonymised version can be presented to governors. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * CPOMS presentation to be an agenda item for the next meeting | Clerk/Principal | 21 Mar 22 |

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| **8** | **Admissions Policy** | | |
| Governors reviewed and approved the policy. The Chair is undertaking a further review to ensure it reflects the uniqueness of the school. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Admissions Policy approved | Governing Body |  |

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| **9** | **Finance committee meeting 10.11.21 update** | | |
| The committee Chair provided governors with an overview of the meeting. The draft 2020-21 year end accounts were reviewed along with the management accounts.  Governors reviewed and approved the risk register which is in a new format and very comprehensive. This requires Governing Body ratification.  No issues were raised and the risk register was ratified. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Risk register ratified | Governing Body |  |

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| **10** | **Behaviour, attitudes and personal development (BAPD) committee meeting 30.11.21** | | |
| Governors noted the contents of the minutes. Two polices were approved which require ratification.  10.1 Behaviour Policy  No issues were raised and the policy was ratified.  10.2 Child Protection Policy  No issues were raised and the policy was ratified. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Behaviour Policy ratified * Child Protection Policy ratified | Governing Body  Governing Body |  |

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| **11** | **Quality of education (QoE) committee meeting** | | |
| The committee chair provided a brief overview of the meeting. The school development plan (SDP) was approved and this requires ratification.  No issues were raised and the SDP was ratified.  Both committee chairs should be sent the quality assurance (QA) partner reports for the next committee meetings. Mary Arnold acts as the QA partner and is a critical friend to the school. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * SDP ratified | Governing Body |  |

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| **12** | **Scheme of Delegation** | | |
| The Chair advised that a committee structure and list of governors has been sent to all governors. The clerk agreed to check if this was sufficient.  *Subsequent to the meeting, the clerk sent some details to the Chair.* | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Check requirements for scheme of delegation | Clerk |  |

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| **13** | **2020-21 Pupil premium statement** | | |
| Nicola Taylor, deputy headteacher (DHT) presented the pupil premium report.  Money is allocated on the results of the census taken at the end of the last school year. The school receives funding for 36 pupils representing 8% of the numbers on roll. This is very low. Governors need to be aware of the barriers to obtaining pupil premium (PP) for working parents. Sometimes they are just outside the threshold for PP, although they may have a number of children. There are a few families in this position in the school and they are vulnerable.  PP funding will increase, next year as there are more PP pupils in the school now. The PP funding is very beneficial to all pupils.  No issues were raised and the PP statement was approved. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * PP statement approved | Governing Body |  |

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| **14** | **2020-21 P.E and Sports premium statement** | | |
| The SBM agreed to send this to the clerk and she will forward to governors for email approval | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * 2020-21 P.E and Sports statement to be sent to the clerk * Send P.E and Sports statement to governors for email approval | SBM  Clerk |  |

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| **15** | **Performance management** | | |
| The Chair advised governors that the committee had met with Mary Arnold to discuss the Principal’s PM, All objectives have been met. Mary Arnold was very helpful as the external adviser.  The Pay Committee function is delegated to the Finance Committee. They have approved the Principal’s recommendations. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **16** | **Policies for review and approval** | | |
| Governors briefly reviewed the following policies which, the Chair has already reviewed in detail. These are statutory policies that require Governing Body approval.   1. Accessibility Plan   No issues were raised and the policy was approved.   1. Data Protection Policy   No issues were raised and the policy was approved.   1. Protection of biometric information of children in schools   No issues were raised and the policy was approved.   1. Equality objectives   No issues were raised and the policy was approved.   1. First Aid Policy   No issues were raised and the policy was approved.   1. Children with health needs who cannot attend school   No issues were raised and the policy was approved.  16.7 Early Careers Teachers (ECT) Policy  No issues were raised and the policy was approved.  It was noted that some design features, in the documentation, need to be updated for consistency. These include fonts and the school logo. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Accessibility Plan approved * Data Protection Policy approved * Protection of biometric information of children in schools approved * Equality objectives approved * First Aid Policy approved * Children with health needs who cannot attend school approved * ECT Policy approved | Governing Body  Governing Body  Governing Body  Governing Body  Governing Body  Governing Body  Governing Body |  |

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| **17** | **Governing Body Housekeeping** | | |
| The Chair presented a number of items for consideration  17.1 Terms of reference/governance arrangements  The terms of reference contain names of governors and the committee meeting names have changed. Governors agreed to remove names for the terms of reference and the committee names would be updated.  The terms of reference for the Finance, QoE and BAPD committees were approved, subject to these changes.  The clerk agreed to update the documents and send to the SBM.  17.2 Code of Conduct  The SBM will ask Jackie Field, administrator, to forward the forms for governors to complete and return to the SBM. Governors were asked to check their school email addresses.  17.3 Annual pecuniary interest forms  The school is dealing with these.  17.4 Annual confirmation of eligibility forms  The school is dealing with these.  17.5 Governor vacancies  It would be useful to recruit a governor with a background in education, independent of the school. The DHT has asked the cluster if they have a suitable candidate.  *Q. Would they be linked to education?*  Ideally, although an independent view of the Governing Body would be useful.  *Q. Would they need to be independent of the DHT?*  Yes. They should not be known to the school.  17.6 Governor training  The Chair has reviewed the training offered by One Education for committees and the SBM has sent out a training schedule to governors.  The SBM was asked to also send out webinar training offered by the National College.  PAJES training was carried out in October and this was very good. This is the training provided for Jewish schools.  17.7 Governor visits  The Chair stated it was very calm in the school. Governors should let Alison Kaye know which subject area they are interested in. All governors were encouraged to take a subject area. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Terms of reference approved * Update terms of reference and send to SBM * Code of conduct to be sent to governors * Complete Code of Conduct and return to Jackie Field * Send out National College training details to governors * Inform Alison Kaye of subject areas they are interested in visiting | Governing Body  Clerk  Jackie Field  Each governor  SBM  Each governor |  |

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| **18** | **AOB** | | |
| General Data Protection Regulations  There have been no data breaches.  The Chair thanked all staff, senior leadership team (SLT) and senior middle leadership team (SMT) for all their hard work. It has been a challenging term.  Governors are aware of the challenges of easing pupils and staff back into the school life. It is hoped they will enjoy the winter break.  The Principal thanked the Chair for the brilliant transition in governance arrangements.  The SBM was also thanked for all her work in finance. She has worked a lot of hours and exceeded expectations for the role.  Governors were asked to consider whether they wanted to have an 8pm start time for Governing Body meetings or consider an earlier time.  The Finance Committee meeting scheduled for 10 March 2022 has been rescheduled to 11 March 2022 at 5pm.  The next Governing Body meeting scheduled for 15 March 2022 has been rescheduled to Monday 21 March 2022 at 8pm.  The clerk agreed to amend the schedule of meetings and sent out to governors. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Consider start time of Governing Body meetings * Send updated schedule of meetings to governors | Each governor  Clerk |  |

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| **Date and time of next meeting:** | **Monday 21 March 2022 @ 8pm** |