**Broughton Jewish Cassel Fox Primary**

**Local Governing Board**

**Meeting Minutes**

**School: Broughton Jewish Cassel Fox Primary**

**Quorum**: **3 (met)**

**Chair: David Bondt**

**Clerk: Nicola Barrett**

**Date and Time of Meeting: 17 December 2024 at 6.30pm**

**Venue: Broughton Jewish Cassel Fox Primary School**

**Attendance**

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| **Name** | **Governor Type** | **Term of Office Expiry Date** | **Present (P)****Apologies (Ap)****Absent (A)** |
| David Bondt | Foundation | 31.07.27 | P |
| Cath Davies | Staff | 31.03.26 | P |
| Steven Graff | Foundation | 06.06.28 | P |
| Alison Kaye | Community | 30.09.25 | P |
| David Mechlowitz | Foundation | 29.07.25 | P |
| Izzi Rosenberg | Foundation | 29.07.25 | P |
| Penina Schwalbe\* | Foundation | 03.09.27 | P  |
| Tamar Taboor | Foundation | 29.06.28 | P |
| Nicola Taylor (Deputy Headteacher) | Staff | 29.06.28 | P |
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| Yaakov Goldin | Parent | 01.12.26 | Ap |
| Nicola Jaysan | Staff | 29.07.25 | Ap |
| Dani Mechlowitz | Foundation | 29.07.25 | Ap |
| Rabbi Yehuda Pearlman | Principal | Ex-officio | Ap  |
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| Sydney Fulda | Foundation | 02.01.25 | A |

*\* joined at 6.50pm*

**Others present**

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| **Name** | **Role** |
| Rachel Baker | School Business Manager |
| Leo Lachs | Co-opted Governor nominee |
| Michael Krebs | Co-opted Governor nominee |
| Nicola Barrett | Clerk, One Education |

**Agenda Items**

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| **1** | **Welcome and Apologies**  |
| Prior to the meeting, the Clerk confirmed that the meeting was quorate. The start of the meeting had been delayed due to the overrun of the Finance and Premises Committee meeting immediately prior.The Chair welcomed everyone present and opened the meeting at 6.48pm.Apologies for absence were received from Yaacov Goldin Nicola Jaysan, and Dani Mechlowitz. No apologies had been received from Sydney Fulda. Governors noted that Sydney Fulda and Yaacov Goldin had not attended a number of recent meetings.The Clerk explained that governors cease to be eligible to serve as governors when they have been absent from governing board meetings for a period of 6 months without consent for that absence. The Clerk asked for confirmation with regard to whether governors consent to the absence of those governors not in attendance.Governors held a brief discussion and it was agreed that consent would be given on this occasion, and going forward, governors would not consent to absence when apologies have not been conveyed. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors consent to the absence of those governors not in attendance. | Governors | N/A |
| D | Governors noted that going forward, absence will not be consented to, where apologies have not been conveyed. | GB | Ongoing |

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| **2** | **Verbal declaration of interests and changes to annual declarations** |
| 2.1 Declarations relating to the agendaThere were no declared interests relating to the agenda.2.2 Changes to annual declared interestsThere were no declared changes to annual declarations.2.3 Changes relating to disclosure and barring service (DBS) declarationsThere were no changes declared. |

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| **3** | **Notification of Confidential Items or Items for Any Other Business (AOB)** |
| There were no notifications under this item. |

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| **4** | **Chair and Vice Chair Elections (if not already appointed)** |
| \* Penina Schwalbe joined the meeting at this point (6.50pm)The Clerk asked governors to confirm the term of office duration for the roles of Chair and Vice Chair; one year.The Clerk invited nominations for the role of Chair. A nomination was received for David Bondt. Governors approved the nomination.The Chair invited nominations for the role of Vice Chair. A nomination was received for David Mechlowitz. Governors approved the nomination. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors re-elect David Bondt as Chair for the ensuing year. | GB | Autumn 2025 |
| D | Governors re-elect David Mechlowitz as Vice Chair for the ensuing year. | GB | Autumn 2025 |

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| **5** | **Appointment of Clerk (if not undertaken at Trust Board level)** |
| Governors appointed One Education Ltd for clerking services for the ensuing year. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors appoint One Education as clerk for the ensuing year. | GB | Autumn 2025 |

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| **6** | **Minutes of last meeting** |
| The minutes of the previous meeting held on 22 July 2024 were shared in advance of the meeting. The minutes were approved as an accurate record of the meeting and a copy will be signed, for retention in the school.Matters arisingThere were no matters arising.  |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors approved the minutes of the meeting held on 22 July 2024. | Finance Committee | N/A |
| A | The minutes of the meeting held on 22 July 2024 will be ‘marked as signed’ on GovernorHub by the Chair. | Chair | Autumn 2024 |

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| **7** | **Governance Matters** |
| 7.1 Chair’s ReportThere was no report from the Chair.7.2 Terms of ReferenceGovernors noted the requirement to, where committees have been set up, review their committee terms of reference annually.Governors made no changes to their terms of reference.7.3 Code of ConductGovernors noted the suggestion to review their Code of Conduct annually. Governors made no changes to their Code of Conduct.The Deputy Headteacher will share the Code of Conduct on GovernorHub.7.4 2024-2025 Meeting ScheduleGovernors discussed the meeting dates for their meetings in the spring and summer term of 2025 and agreed the dates as follows:

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| **Term** | **Meeting** | **Date** | **Time** |
| Spring 2025 | BAPD Committee | Thursday 20 March 2025 | 5.30pm |
| Q of E Committee | 6.30pm |
| Finance and Premises Commtitee  | Tuesday 27 March 2025  | 5.30pm |
| Governing Board (and Trust Board) | 6.30pm |
| Summer 2025 | BAPD Committee | Tuesday 8 July 2025  | 5.30pm |
| Q of E Committee | 6.30pm |
| Finance and Premises Committee  | 17 July 2025 | 5.30pm |
| Governing Board | 6.30pm |

The Deputy Headteacher highlighted that the Quality of Education Committee meeting in the summer term will take place prior to the results of the SATs being published and governors agreed to include the SATs results update at the Governing Board meeting when the results will be available.The Clerk will add the agreed meeting dates to the calendar on GovernorHub.7.5 Annual Declaration of Interest Form and 7.6 Annual Confirmation of Eligibility FormThe School Business Manager circulated forms as applicable for completion by governors. It was noted that one of the absent governors needs to complete their annual declaration; the School Business Manager has, and will again, remind the governor.7.7 Governor Skills Audit FormThe School Business Manager circulated skills audits for completion by governors. The audits will be collated ahead of the next meeting.7.8 Committee MembershipGovernors received a list of the current committee membership in advance of the meeting. Governors reviewed and confirmed their committee membership as detailed in the appendix to the minutes.7.9 Link GovernorsGovernors agreed the link roles as follows:Special Educational Needs and/or Disabilities (SEND) Link Governor – Steven GraffSafeguarding Link Governor – Tamar Taboor (already in post)7.10 Governor VacanciesGovernors noted the following vacant post:Parent Governor x 1Governors heard that the parent governor recruitment will be undertaken at the start of the spring term.Governors were reminded that Articles of Association stipulate that the board can appoint up to 3 Co-opted Governors (one post is already filled) and these posts are optional. Unfilled posts are not classed as vacancies due to the optional element.The Chair advised that there are 2 nominations for the roles of Co-opted Governors; both nominees in attendance. Governors approved the nominations and welcomed Leo Lachs and Michael Krebs to the board.Governors agreed to appoint each of the new Co-opted Governors to the BAPD Committee, the Finance and Premises Committee and the Quality of Education Committee.7.11 Governor TrainingThe Chair advised the Clerk that he has emailed One Education with regard to training and is awaiting a reply. The Clerk advised that this would be followed up.The Clerk reminded governors of the feature to record their training on GovernorHub. A report of all training undertaken by the board collectively can be produced as and when needed for information.7.12 Governor VisitsThe Chair encouraged governors to increase their visits to school.7.13 Governors’ Terms of Office to be reappointed by the Trust Board this academic yearGovernors noted that the term of office of 1 Foundation Governor ends on 2 January 2025. It was noted that the governor had not attended a number of recent governing board meetings and was absent from this meeting. 7.13 Governors’ Terms of Office to be reappointed by the LGB this academic yearThere were no imminent term of office expirations. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors made no changes to their committee terms of reference. | GB | Annual |
| D | Governors made no change to their Code of Conduct. | GB | Annual |
| A | The Deputy Headteacher will share the Code of Conduct on GovernorHub. | Deputy Headteacher  | N/A |
| D | Governors agreed the meeting dates for the remainder of the academic year. | GB | 2024-2025 |
| A | Governors are to complete their annual declaration forms. | Governors | Autumn 2024 |
| A | Governors are asked to complete their skills audits. | Governors | Autumn 2024 |
| A | The School Business Manager will collate the skills audits ahead of the next meeting. | School Business Manager | 13 March 2025 |
| D | Governors confirmed their committee membership as detailed in the appendix to these minutes. | GB | Annual |
| D | Governors confirmed Tamar Taboor as Safeguarding Link Governor and Steven Graff and SEND Link Governor. | GB | Annual |
| D | Governors appointed Leo Lachs and Michel Krebs as Co-opted Governors. | GB | 4 years |
| D | Governors appointed the 2 new Co-opted Governors to each committee (included in the appendix to these minutes). | GB | Annual |
| A | The Clerk will follow up on the email sent to One Education regarding training. | Clerk | N/A |
| A | Governors are encouraged to undertake governor visits to school. | Governors | Ongoing |

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| **8** | **Principal’s Report** |
| Governors received the *Head teacher Report to Governors* in advance of the meeting.IntroductionGovernors noted the highlighted elements since the last meeting.Summary of Progress towards School Improvement Plan (SIP) PrioritiesThe Deputy Headteacher provided governors with an overview of the 17 school improvement priorities detailed in the report.*Q. What is the nurture unit?*Provision in school for high need pupils. There are currently 12 children benefiting from the prvosion and there are plans to expand the offer to include children from other schools.Pupil UpdateThe Deputy Headteacher highlighted that change in numbers for each year group.*Q. What time period does the drop in numbers refer to?*From the end of the academic year until now. Governors heard that a large number of children left school at the end of year 6 and the intake in reception was significantly smaller. Governors recognised how the reduction in pupil numbers significantly impacts funding.It was highlighted that the whole school attendance is currently 96%. There have been authorised absences of 2.2% and unauthorised absence of 1.8%. Governors heard that there are 33 children with persistent absences (PA) and those children will be monitored closely in the spring term.Governors were advised that 5 children have joined school since September 2024 and some new children joined nursery.*Q. Where have the new children come from?*From outside of the UK.Governors heard that 7 children have left school mid-year.*Q. Where have those children gone to?*Out of the area, with some going abroad.The School Business Manager advised that in January 2025 there will be 17 children on roll in nursery, which is the most for a long time.The Deputy Headteacher updated governors on numbers for the Special Educational Needs and Disabilities (SEND) and vulnerable groups. Governors noted that there are 51 children on the SEND register and 5 children have Education, Health, and Care Plans (EHCPs). Governors were advised that there are 20 children receiving pupil premium, which equates to 6%; this is below the national average of 20%.The Deputy Headteacher advised that the table of results, as discussed at the previous academic year, has been included for reference.The Deputy Headteacher advised that in terms of data, year 1 looks higher than the other years, however the reason for this is because that cohort has no tests at this time of year. Governors heard that there has been a mixed vision among the assessors and in January 2025 leaders will ensure that staff are using the same method for consistency.*Q. What do the percentages mean?*That is how many children are at age-related expectation currently.*Q. Is it correct to read that 48% of children are at age-related expectation, and therefore more than half are not at the expected level for writing?*Yes.*Q. How does it compare to last year?*The comfortable level predicted is 72%.*Q. Does this include children with SEND?*Yes, all children.*Q. Is 72% considered good or bad?*Leaders would prefer it to be nearer to 80%. The national average for reading last year was 74% hence aspiring to nearly 80% in any subject.*Q. What are staff doing to get to that average figure in year 4?*Combination of strategies; leaders are working to develop writing moderation for the intervals through the year.Staffing UpdateGovernors noted the staffing update.The Deputy Headteacher highlighted the list of staff linked to priority teams.*Q. Has this always been in place?*Yes.*Q. Do those staff hold staff meetings?*A curriculum staff meeting is held 2-3 times per year, where actions are set based on the School Development Plan.Safeguarding, Child Protection, Welfare and BehaviourIt was noted that there have been no referrals made to social care, no children with Child in Need plans or Looked After Children. Thera have been exclusions.The Deputy Headteacher advised that a review of CPOMS (Child Protection Online Management System) identified that there have been 16 incidents of bullying, 9 of which are linked to one child (the victim) and staff have conversed with parents of the children concerned. The Deputy Headteacher advised that further analysis of CPOMS identified concern in year 5 and leaders addressed this by holding a number of wellbeing sessions. A governor commented that this shows how well CPOMS works.The Deputy Headteacher advised that there has been 1 incident of racism which had not been understood by the child.The Deputy Headteacher shared an example of email communication received via Google classroom software to flag potential concern. Governors heard that in the context, the word usage was not a concern. The example demonstrates that filtering and monitoring in school is effective.Governors heard that there have been no GDPR (General Data Protection Regulation) breaches.The Deputy Headteacher highlighted the confidential support available to staff via the Schools Advisory Service (SAS) in terms of wellbeing. Governors heard that staff drop-ins are being hosted.*Q. Are those staff mental health first aiders?*Yes, there is a team of 5 mental health first aiders in school.Governors were updated on the shout-out boards and the Deputy Headteacher advised that children have access to wellbeing groups. An overview of the nurture provision was shared.Health and Safety and Site and Premises UpdateGovernors noted the updates in the report.Leadership and ManagementGovernors heard that the maths lead would like to survey governors. Governors were advised of arrangements of an maths revolution even in January 2025 and governors were invited ahead of parent invitations going out.Q. How much will the event cost?It has been accounted for and will be around £3 per child.*Q. If parents do not pay for trips, do the children still go?*Yes,*Q. Even though school is in a deficit position?*Yes, we need to offer those things to children; parents tend to pay eventually.Early Years (Reception)The Deputy Headteacher highlighted the 2 areas for development detailed in the report.Quality of Teaching and LearningThe Deputy Headteacher read out the strengths and areas for development. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors thank the Deputy Headteacher for the update. | GB | N/A |
| D | Congratulations and thanks for their hard work, recognised in the positive inspection report, are conveyed to staff. | GB | N/A |

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| **9** | **Admissions - statutory** |
| The Deputy Headteacher advised that this had been updated and ratified in the summer term meeting. School is complaint. |

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| **10** | **Committee Meeting Minutes** |
| 10.1 Finance Committee – 22 July 2024Governors received the minutes from the Finance Committee meeting held on 22 July 2024 in advance of the meeting.10.2 BAPD Committee - 10 December 2024Due to having only taken place only 1 week prior, governors noted that these minutes will be shared at the next board meeting.10.3 Quality of Education Committee - 10 December 2024Due to having only taken place only 1 week prior, governors noted that these minutes will be shared at the next board meeting.10.4 Pay Committee – verbal update that has taken placeThe Deputy Headteacher confirmed that all staff appraisals have been completed and reviewed. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors noted the minutes from the Finance Committee meeting held on 22 July 2024. | GB | N/A |
| A | The BAPD Committee and Quality of Education Committee meeting minutes from 10 December 2024 will feature on the agenda of the next board meeting. | Clerk | 13 March 2025 |

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| **11** | **2023-2024 Pupil Premium Statement - statutory** |
| Governors received the Pupil Premium Strategy Statement 2023-2024 in advance of the meeting.The Deputy Headteacher provided an overview of the key objectives. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors approved the Pupil Premium Strategy. | GB | Annual |

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| **12** | **2023-2024 PE and Sports Grant Statement - statutory** |
| Governors received the PE and Sports Premium Statement 2023-2024 in advance of the meeting.The Deputy Headteacher provided an overview of the key objectives. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors approved the PE and Sports Grant Statement. | GB | Annual  |

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| **13** | **Performance Management to include Principal’s Performance Management (statutory)** |
| Governors were advised that the Headteacher’s appraisal will take place on 20 January 2025.Governors agreed to the appointment of an external adviser and the following governors to carry out the Headteacher’s appraisal:* Davidt Bondt
* Alison Kaye
* David Mechlowitz
* External Adviser – Juliet Lipshaw
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|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors appoint the above-named governors and external adviser to carry out the Headteacher’s appraisal. | GB | Annual |

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| **14** | **IT** |
| 14.1 Filtering and monitoring compliance reviewGovernors received a guidance document from the Department for Education.Governors received the Meet KCSiE Monitoring Guidance and Meet KCSiE Filtering Guidance from the company which provides IT services to school, Securly. The Deputy Headteacher highlighted that the documents from Securly show how the requirements in Keeping Children Safe in Education (KCSiE) are being met.14.2 Cyber securityGovernors received a guidance document relating to cyber security from The Key.*Q. Do we have fraud cyber security, because we have many payments going out?*There was a brief discussion and the School Business Manager will explore this further and discuss further with the Chair. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors note the reports from Securly in relation to filtering and monitoring. | GB | N/A |
| A | The School Business Manager and Chair to explore fraud cyber security.  | School Business Manager, Chair | 13 March 2025 |

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| **15** | **Policies** |
| The following policies had been shared in advance of the meeting:* Pay Policy
* Child Protection and Safeguarding Policy
* Policy for Separated Parents
* Preventing Radicalisation and Extremism policy
* Relationship and Health Education 2024
* Searching and Confiscating Policy 2024
* Sexual Violence and Harassment Policy 2024
* Whistleblowing Policy
* Allegations of Abuse Against Staff Statement
* British Values Policy 2024-25
* Cared for Children (previously LAC) Policy 2024-25
* Child on Child Abuse Policy
* Children Missing/Absent Education Policy 2024
* Equal Opportunities Policy 2024
* Low Level Safeguarding Concerns Policy 2024
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|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | Governors approved all policies named above. | GB |  |

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| **16** | **Confidential Items** |
| There were no confidential items. |

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| **17** | **Any Other Business (AOB)** |
| 17.1 School Website UpdateThe Deputy Headteacher advised that there was an issue around 6 months ago with the school website and it is currently a holding page.Governors heard that a new company has been sought to host the website and preparations to launch the website are underway. It is anticipated that the new website will be live by the end of January 2025.*Q. What was the problem with the website?*The old provider ceased and the content was inaccessible; a new provider needed to be found.*Q. Will more use be made of the new website?*There is statutory information that schools are required to publish and therefore a website is necessary. The Chair commented that the website is important for school as it is the online public face of school.*Q. Will there be a backup for the content on the new website?*Everything is stored on Google Drive now.17.2 Fines for non-attendanceThe School Business Manager asked if there was any feedback from governors with regard to the fines being issued for non-attendance. The Chair advised that it had been referenced at both committee meetings on 10 December 2024 and it had been noted that a letter to inform parents of the penalty for non-attendance has been issued. Governors heard that fines will be issued where absence is unauthorised for a period over 10 session (5 days) and the School Business Manager emphasised that there are strict rules in relation to authorised and unauthorised absence.17.3 Teacher’s PayThe Deputy Headteacher advised that in the next academic year there will be changes to the teachers’ pay, and governors will need to agree what the new regulations will be; the board may need to liaise with unions. Governors heard that this is something to keep in mind so governors can prepare for it. It was agreed to add this as an agenda item for the Finance and Premises Committee meetings initially.17.4 Pikuach Inspection ReportThe Chair highlighted Pikuach inspection report from the inspection held on 12 and 13 November 2024. The Deputy Headteacher uploaded the inspection report to GovernorHub.The Chair commented on the consistency of Kodesh being evident and the nurture provision, which is having a real positive impact in school.The Chair thanked governors for their attendance and the meeting closed at 7.54pm. |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| A | Upcoming Changes to Teacher’s Pay Regulations to be an agenda item for the Finance and Premises Committee meetings. | Finance and Premises Committee | 2025 |
| D | Congratulations and thanks for their hard work, recognised in the positive inspection report, are conveyed to staff. | GB | N/A |

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| **Date and time of next meeting:** | **27 March 2025 at 6.30pm** |

**Actions from the meeting:**

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| Minute | Action | Owner | Timescale |
| 6 | The minutes of the meeting held on 22 July 2024 will be marked as signed on GovernorHub by the Chair. | Chair | Autumn 2024 |
| 7 | The Deputy Headteacher will share the Code of Conduct on GovernorHub | Deputy Headteacher  | N/A |
| 7 | Governors are to complete their annual declaration forms. | Governors | Autumn 2024 |
| 7 | Governors are asked to complete their skills audits. | Governors | Autumn 2024 |
| 7 | The School Business Manager will collate the skills audits ahead of the next meeting. | School Business Manager | 13 March 2025 |
| 7 | The Clerk will follow up on the email sent to One Education regarding training. | Clerk | N/A |
| 7 | Governors are encouraged to undertake governor visits to school. | Governors | Ongoing |
| 10 | The BAPD Committee and Quality of Education Committee meeting minutes from 10 December 2024 will feature on the agenda of the next board meeting. | Clerk | 13 March 2025 |
| 14 | The School Business Manager and Chair to explore fraud cyber security.  | School Business Manager, Chair | 13 March 2025 |
| 17 | Upcoming Changes to Teacher’s Pay Regulations to be an agenda item for the Finance and Premises Committee meetings. | Finance and Premises Committee | 2025 |

**APPENDIX – COMMITTEE MEMBERSHIP**

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|  | Behaviour, Attitudes, and Personal Development (BAPD) Committee (agreed 17.12.24) |
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|  | Mr David Bondt  |
|  | Yaakov Goldin  |
|  | Michael Krebs |
|  | Leo Lachs  |
|  | David Mechlowitz  |
|  | Rabbi Yehuda Pearlman  |
|  | Tamar Tabor  |
|  | Nicola Taylor (Deputy Headteacher)  |
|  |  |
|  | Finance and Premises Committee (agreed 17.12.24) |
|  |
|  | Mr David Bondt  |
|  | Steven Graff  |
|  | Michael Krebs |
|  | Leo Lachs  |
|  | Dani Mechlowitz  |
|  | David Mechlowitz  |
|  | Rabbi Yehuda Pearlman  |
|  | Izzi Rosenberg  |
|  | Nicola Taylor (Deputy Headteacher)  |
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|  | Quality of Education (Q of E) Committee (agreed 17.12.24) |
|  |
|  | Mr David Bondt  |
|  | Ms Cath Davies  |
|  | Mr Sydney Fulda  |
|  | Nicola Jaysan (Designated Safeguarding Lead)  |
|  | Alison Kaye  |
|  | Michael Krebs |
|  | Leo Lachs  |
|  | David Mechlowitz  |
|  | Dani Mechlowitz  |
|  | Rabbi Yehuda Pearlman  |
|  | Penina Schwalbe  |
|  | Nicola Taylor (Deputy Headteacher)  |
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