**Broughton Jewish Cassel Fox Primary**

**Governing Body**

**Meeting Minutes**

**School: Broughton Jewish Cassel Fox Primary**

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

**Chair: David Bondt**

**Clerk: Frances Bennett**

**Date of meeting: 27 March 2025**

**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 | 31.07.29 | P |
| Cath Davies | Staff | 31.03.26 | P |
| Alison Kaye | Community | 30.09.29 | P |
| Rabbi Yehuda Pearlman | Principal | Ex-officio | P |
| Izzi Rosenberg | Foundation | 29.07.29 | P |
| Penina Schwalbe | Foundation | 03.09.27 | P |
| Nicola Taylor (Deputy Headteacher) | Staff | 29.06.28 | P |
| Yaakov Goldin | Parent | 01.12.26 | P |
| Nicola Jaysan | Staff | 29.07.29 | P |
| Dani Mechlowitz | Foundation | 29.07.29 | P |
| Leo Lachs | Co-opted | 16.12.28 | P |
| Michael Krebs | Co-opted | 16.12.28 | P |
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| Tamar Taboor | Foundation | 29.06.28 | Ap |
| Steven Graff | Foundation | 06.06.28 | Ap |
| David Mechlowitz | Foundation | 29.07.29 | Ap |

**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 everyone to the meeting.  Apologies were received and accepted from Tamar Tabor, Steven Graf and David Mechlowitz.  The Chair advised governors that it was necessary to change the schedule of meetings and the next Finance Committee would meet on 15 July 2025 at 5.30pm. The governing body meeting would remain on 17 July 2025 at 5.30pm instead of 6.30pm. The next quality of education committee meeting, scheduled for 8 July is cancelled. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
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| **2** | **Verbal declaration of interests and changes to annual declarations** |
| 2.1 Declarations relating to the agenda  There were no declared interests relating to the agenda.  2.2 Changes to annual declared interests  There were no declared changes to annual declarations.  2.3 Changes relating to disclosure and barring service (DBS) declarations  There 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.  The Chair stated that staff and pupil names need to be removed from any documents issued to governors. The school has received some extra funding from the government and a specialist is reviewing the school finances. One of the key issues is staff pay ratios to the budget. | |

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| **4** | **Minutes of last meeting 17.12.24 and matters arising** | | |
| The minutes of the previous meeting held 17.12.24 were approved as an accurate record of the meeting subject to the following amendment. A copy was signed, on GovernorHub.  David Bondt’s term of office ends 2025 not 2027.  Matters arising  There were no matters arising. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | * Minutes 17.12.24 approved | Governing Body |  |

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| **5** | **Governance Matters** | | |
| The Chair introduced the following items.  5.1 Chair’s Report  There was no separate report from the Chair.  5.2 Governors terms of office ending  The following terms of office end soon.  David Bondt, Alison Kaye, David Mechlowitz, Izzy Rosenberg, Dani Mechlowitz and Nicola Jaysan.  Nicola Jaysan agreed to step down to allow for a Kodesh member of staff to become a staff governor. Governors were informed that no Kodesh members of staff wanted to be a governor, therefore Nicola Jaysan agreed to continue.  All governors terms of office were reappointed for four years.  5.3 Governor vacancies  This was not discussed.  5.4 Governor appointments  There was nothing to report under this item.  5.5 Governor training  There was nothing to report under this item.  5.6 Governor Improvement Plan  There was nothing to report under this item.  5.7 Website compliance  The SBM was thanked for all her work on the website. She has made the website effective and it promotes the school well. There is a lot of information on the website. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D  D  D | * Alison Kaye reappointed as community governor * David Bondt, David Mechlowitz, Izzy Rosenberg and Dani Mechlowitz reappointed as foundation governors * Nicola Jaysan reappointed as staff governor | Governing Body  Governing Body  Governing Body | 30.9.29  29.7.29  29.7.29 |

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| **6** | **Principal’s Report** | | |
| The DHT presented the HT report and the following points were raised in discussion.  All activities carried out since last year are contained in the report. Special educational needs (SEN) provision has been updated.  School improvement priorities  Pupil progress (PP) meetings have been held.  Cluster moderation has been undertaken, however, the results are not known yet. Governors have visited the school on two occasions to review the quality of education. A ‘deep dive’ has been carried out. Training has been carried out for geography and new a science assessment introduced. New instruments have been purchased for music and these have been played in assemblies.  Inset days have focused on behaviour and the child protection on line management system (CPOMS) has been reviewed.  The Nurture Unit continues to be developed for pupils with high needs. Kindness is promoted throughout the school.  The PANTS programme is continuing and being adapted, where necessary.  Curriculum mapping has been completed for Kodesh studies and collaboration has taken place with other schools.  *Q. Was there any value from the visits with other schools?*  The Hebrew reading library and Hebrew reading café and both useful.  Pupil update.  There are 329 pupils on roll. Early years foundation stage has changed and there should be up to 47 pupils for September 2025. There are 67 pupils in EYFS.  Governors commented that the current Y1 cohort is higher than other year groups with 55 pupils.  *Q. Are staff able to cope with the pupil numbers?*  Yes. It is a different cohort.  *Q. Is this the situation, nationally?*  Yes. This was an outcome of the pandemic.  Work has started on inclusion provision in conjunction with the LA. The guidance states what should be in place in classes and the school is reviewing this. Some pupil referral unit (PRU) places may reduce.  *Q. Will this affect BJCFPS?*  No.  Attendance  The LA stated that the school was the highest attaining school for attendance. Attendance is 95% with 2.5% authorised absence and 1,5% unauthorised absence.  *Q. Have any fines been issued?*  Yes. Two families have received fines from the LA.  *Q. How much are the fines?*  £80 per parent, per child  *Q. Can the school authorise these absences?*  No.  26 pupils are persistent absentees (PA)  Staffing  Absence remails high due to maternity leave. January absence due to sickness was high.  There have been two resignations.  Safeguarding, child protection, welfare and behaviour.  Bullying was discussed in the BAPD committee meeting. There have been a few incidents and an INSET was used to provide training on recording bullying correctly.  General data protection requirements (GDPR)  There have been no breaches, audits or GDPR requests.  Well-being  The school is looking at a programme for pupils.  Health & safety  Corridor floors are being actioned, the hall is being used for storage and there is no hot water in a number of sinks.  *Q. Why is no hot water?*  The caretaker looked at this and it needs to be followed up.  Governors stated this needs to be resolved and a plumber employed to investigate the issue. The school has a new boiler. The SBM agreed to chase this up.  *Q. Does the caretaker have a schedule of work?*  Yes.  The toilets have bee repaired.  New fire doors need to be installed as the current fire doors are too small.  The flood damage has been rectified.  Leadership & management  Two governor visits have been undertaken. Geography and safeguarding areas were reviewed. It would be useful for subject leaders to meet with governors, in the school.  Subject leaders continue to be developed.  EYFS  There is a new teacher overseeing Reception. An external consultant visited the school to look at how it could improve.  A quality assurance (QA) visit is going to be carried out by the LA.  Quality of teaching and learning  The report contains a table showing strengths and areas for development.  Y6 data  Currently, 52% of pupils are on track to achieve the combined age-related expectations (ARE) in reading, writing and mathematics. The target is 52% to 72%. Only 38% were on track in January.  70% are at ARE in mathematics, 75% in grammar, punctuation and spelling (GPS) and 86% in reading.  Y1 data is strong with 70% of pupils at ARE for reading, 66% for writing and 54% for mathematics.  *Q. Are the assessments being carried out by teachers*  Yes.  *Q. Are termly assessments carried out?*  Yes, apart from Y1. They will be carried out in Summer.  *Q. Has the phonics check been carried out?*  Yes. Results are strong?  The code of conduct for governors will be sent to them. The SBM to check.  The code of conduct for staff and volunteers has been updated. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| A  A | * Chase up issue with lack of hot water * Check code of conduct for governors has been sent. | SBM  SBM |  |

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| **7** | **Finance committees** |
| Finance meeting minutes 17.12.24  Governors noted the contents of the minutes,  Finance Committee meeting 27.3.25  Revenue income and expenditure February 2025.   |  |  |  |  | | --- | --- | --- | --- | |  | Actual | Budget | Variance | | Total Income | £1,605,534 | £1,374,018 | £231,515 | | Total Expenditure | £1,371,321 | £1,405,157 | £ 40,674 | | In year surplus | £ 234,213 | £ 31,119 deficit | £265,351 |   The Chair advised governors that they need to understand the reason why finances are not in a good position, currently. This is due to falling pupil numbers. The school is managed well , although it has been adversely affected by pupil numbers, which has resulted in reduced funding. The school has been approved to receive additional funding from the department for education (DfE) as it will receive a notice to improve. Other schools are in similar positions.  *Q. When the letter arrives, will it be clear that the notice relates to finance?*  Yes. This has been agreed with the DfE. The school has three years to improve. The LA also owe the school money. There is still enough money in the budget for pupils education.  *Q. Is the three year plan realistic?*  Yes. Pupil numbers are low, nationally, | |

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| **8** | **Funding agreement** | | |
| There was nothing to report under this item. | | | |
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| **9** | **Behaviour and Personal Development (BAPD)** | | |
| BAPD Committee minutes 10.12.24  Governors noted the contents of the minutes.  BAPD Committee minutes 6.3.25  The committee chair stated that a detailed discussion took place with regard to bullying. The PANTS programme was also discussed along with wellbeing devices to educate pupils and also wellbeing for parents was mentioned.  *Q. Do parents know what is accessible?*  A workshop is going to be held to clarify this.  Governors noted the minutes of 6.3.25. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
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| **10** | **Quality of Education (QofE)** | | |
| QofE Committee minutes 10.12.24  Governors noted the contents of the minutes.  QofE Committee minutes 6.3.25  Governors noted the contents of the minutes. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
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| **11** | **Admissions Policy** | | |
| No issues were raised and the policy was approved. This had previously been reviewed by the Chair. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
| D | * Admissions Policy approved | Governing Body |  |

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| **12** | **Governing Body monitoring** | | |
| 12.1 Governing Body effectiveness  An external governing body review has been scheduled.  12.2 Governor monitoring visits feedback  This was discussed under item 6 above. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
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| **13** | | **School calendar 2025-26** | | |
| Governors reviewed the school calendar for 2025-26.  No issues were raised and the calendar was approved. | | | | |
| D | | * School calendar 2025-26 approved. | | Governing Body |  |

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| **14** | **AOB** | | |
| The Chair stated he was looking at some publicity to promote the school.  He also advised governors that an ex teacher went to a teachers tribunal and an anonymous complaint has been sent to Ofsted.  *Q. Has there been any feedback about the Breakfast club?*  Feedback gas been very positive and much appreciated.  *Q. Was the timing good?*  Yes.  The Char thanked everyone for their attendance. | | | |
|  | **Actions (A) or Decisions (D)** | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Thursday 17 July 2025 at 5.30pm** |