

Broughton Jewish Cassel Fox Primary Trust Board (TB) Meeting Minutes

School: Broughton Jewish Cassel Fox Primary School

Quorum: 5 (met at this meeting)

Chair: David Bondt

Clerk: Frances Bennett

Date of meeting: 4 April 2024

Venue: Broughton Jewish Cassel Fox Primary School

Attendance

Name	Trustee type	'End of Term of Office' date	Present (P)/apologies (Ap)/absent (A)
David Bondt (Chair)	Foundation	31/07/2025	P
Alison Kaye	Community	30/09/2025	P
Nicola Taylor	Staff (deputy head)	29/06/2028	P
Dani Mechlowitz*	Co-opted	29/07/2025	P
Nicola Jaysan	Staff	29/07/2025	P
David Mechlowitz (Vice Chair)	Foundation	29/07/2025	P
Bashy Rice	Parent	18/10/2024	P
Yehuda Fagleman	Foundation	06/06/2026	P
Penina Schwalbe	Foundation	03/09/2027	P
Rabbi Yehuda Pearlman	Principal	NA	Ap
Yaakov Goldin	Parent	01/12/2026	Ap
Cath Davies	Staff	31/03/2026	Ap
Shlomie Graff	Foundation	06/06/2028	Ap
Izzi Rosenberg	Co-opted	29/07/2025	Ap
Tamar Tabor	Foundation	30/06/2028	Ap
Sydney Fulda	Foundation	05/08/2024	A

**joined the meeting later – see item 3*

Others present

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

***left the meeting early – see item 6*

Agenda Items

1	Welcome and apologies
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The Chair welcomed all to the meeting.
Apologies were received and accepted from Rabbi Yehuda Pearlman, Yaakov Goldin, Cath Davies, Shlomie Graf, Tamar Tabor and Izzi Rosenberg.

	Actions or decisions	Owner	Timescale

2 Verbal declarations of interests

Yehuda Fagleman provides food supplies.
Alison Kaye declared a possible interest as she is a teacher at the Jewish Day Academy.
No specific declarations were made relating to the agenda and there were no changes to annual declaration.

	Actions or decisions	Owner	Timescale

3 Notification of confidential items or items of AOB

The Chair advised trustees that finance committee meeting had been held before this meeting. Finances are difficult. Trustees receive much better quality of data and have a more sophisticated understanding of finance. Trustees are aware of where are issues. The school is awaiting funding from the LA for special educational needs (SEN). This is causing cashflow issues as they only send the funding on an annual basis. It is not sure how much will be received. They will not send the funding on a quarterly or monthly basis. The school has sent them a provision map and also complained to the education and skills funding agency (ESFA). There is an overspend on teachers, although the rest of the budget is on track. There will be some remodelling of the structure from September and timetabling is being changed.

Q. Will there be any staff redundancies?

No. There will natural wastages. The school is overstaffed according to government ratios. The school is overstaffed by the equivalent of two full-time teachers (FTE). This should ease from September as some staff are reducing hours.

**Dani Mechlowitz joined the meeting.*

A formal complaint had been reported at the last meeting. This was an anonymised complaint making allegations about the school.

There were three complaints altogether and one of these was about published admission numbers (PAN) being inconsistent. Another related to the dress code between men and women which was not upheld.

The school reviewed the Admissions Policy and the wording regarding Jewish orthodox. The adjudicator agreed that the school was correct on the first two points, however the Admissions Policy would need to be amended. The policy has been redrafted to be compliant and will be ready for the next trust board meeting. Parents need to complete a form for admissions.

Q. Were there any other concerns?

No.

	Actions (A) or decisions (D)	Owner	Timescale
A	<ul style="list-style-type: none"> Admissions Policy to be an agenda item for the next meeting 	Clerk/Chair	TBC

4	Minutes of the last meeting (19.12.23) and matters arising		
<p>The minutes of the last meeting 19.12.23 were approved as an accurate record of the meeting subject to the following amendments. A copy was signed electronically on Governor Hub.</p> <p><u>Matters arising</u> The school has a new funding agreement with department for education (DfE)It now shows the Office of the Chief Rabbi is the school's religious authority.</p> <p>No issues were raised and trustees approved the new funding agreement.</p> <p>The new articles of association are being drafted.</p>			
	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes of the last meeting approved 	Trust Board	
D	<ul style="list-style-type: none"> New funding agreement approved 	Trust Board	

5	Governance matters		
<p><u>5.1 Chair's report</u> There was no separate report.</p> <p><u>5.2 Terms of office ending soon</u> These are highlighted on page 1. The following trustees' terms were re-appointed for four years by the trust board: Tamor Tabor, Nicola Taylor and Shlomie Graff. Yehuda Fagleman is not standing for reappointment.</p> <p><u>5.3 Trustee vacancies</u> There will be one vacancy when Yehuda Fagleman's term of office ends on 6 June 2024.</p> <p><u>5.4 Trustee appointments</u> This was covered in item 5.3</p> <p><u>5.5 Trustee training</u> There was no training to report.</p> <p><u>5.6 Governance Improvement Plan</u> This has been completed.</p> <p><u>5.7 Website compliance</u> It is a trust board responsibility to ensure the website is up to date. It needs someone to take ownership of this. Nicola Taylor, as DHT, keeps the website up to date and undertakes regular checks. A compliance check is undertaken on an annual basis.</p>			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Tamor Tabor (foundation), Nicola Taylor (staff) and Shlomie Graff (Foundation) reappointed for four years. 	Trust Board	4 years

6	Principal's Report
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The DHT, Nicola Taylor, presented the report and the following points were raised in discussion.

Strategic growth strategy

Next year, a dedicated Nurture provision will be created for pupils to learn in a more relaxed environment.

Other strategic growth is looking at reviewing the length of the school day and timetabling changes from September.

In the Nursery, the SBM has produced a cost-effective plan and a lot of enquiries have been received. The school is hoping for 45 to 60 pupils in the Nursery and eight to 22 pupils in Kindergarten. The school want to combine this into one entity and use long term profit for a new building.

Safeguarding

Everything has been completed from the last report and a summary of school priorities has been completed. Most are work in progress. A formal moderation of writing will be undertaken in the Summer.

There is one child in need (CIN) and one previous looked after child (LAC). No referrals have been made to social care.

Pupil numbers

There has been a slight reduction in numbers in some year groups. There are 365 pupils on roll.

56 pupils representing 13.7% of the population are on the SEN register.

Nine pupils have an educational health and care plan (EHCP) representing 2.2% of the population.

29 pupils are entitled to pupil premium (PP) representing 7% of the population.

***Rachel Baker (SBM) left the meeting.*

Attendance

Whole school attendance is 94.2%. 41 pupils are persistent absence (PA). Safeguarding discussions are being held with regard to these pupils.

Staffing

One teaching assistant has resigned and five staff are on maternity leave. There will be another maternity leaver from September. One TA has moved to Nursery.

There is a large cohort in Reception needing consistency. The school has obtained an extra member of staff until the end of the academic year.

Q. What is he?

He is a teacher with experience of social, emotional and mental health issues. (SEMH). He has been shadowing this week and pupils have responded well to him. He officially starts next week.

A few staff have asked for a reduction in hours and there is a lack of TAs to undertake interventions, currently.

Staff absence has increased

Health & safety

The single central record (SCR) has been audited and there is new flooring in Y3 corridor

The Chair stated that the estates plan will be completed and cover the whole building. It will be a five-year maintenance plan.

Leadership & Management

There have been two external consultant visits to review writing, data and hold safeguarding interviews with pupils.

Trustees are welcome to visit the school.

Middle leader job roles have been updated to give them more ownership.

EYFS

The school continues to embed improvements to EYFS provision. It is going well across Kodesh and secular studies.

Quality of teaching and learning.

The report contains a table showing teacher areas of strength and areas for development.

Trustees noted the contents of the Principal's report.

Three of questions were asked in the joint BAPD and QofE committee meeting and the DHT answered these at this point.

Q. Are worksheets still used in class for writing?

In some lessons, such as mathematics, workbooks are created and are used and linked to the main scheme. They are not used in other lessons, especially topic work. It depends on the outcome of the lesson. In writing, the workbooks are not used a lot, however, some pupils in some year groups do rely on these. The feedback from external moderators is to not use worksheets.

Q. Is each pupil's work checked?

No. A sample is taken for moderation to the LA. Two pupils are taken to the cluster for moderation. These pupils are on track for age related expectations at the end of the year. It is up to moderators to challenge judgements made by staff. This would be fed back to staff.

Q. What is the point of the 'tick in homework and what percentage of pupils complete homework?

The tick is an acknowledgement and is a celebration of homework completed. It is not just 'a tick'. More homework can be set, if requested. 68% of pupils completed homework on average. The average for reading is 70%. 90% of pupils in Y4 complete homework. Homework stars are awarded in class.

Further questions were raised in this meeting:

Q. Is this taking a lot of time from the curriculum?

No. It is done in the morning.

Some parents want more homework for their children. If this is requested the school will provide more homework. Some pupils do not have a quiet space, at home, to complete homework. The Education Endowment Foundation (EEF) stated that homework linked to class learning is the most effective.

Q. What happens to pupils who do complete homework? What do they do in class when pupils mark their homework?

They answer the questions set as homework.
Trustees discussed the effectiveness of homework.
40% of parents want a lot of homework, 40% do not want any and 20% are not bothered.
Digital technology increases impact according to research carried out by the EEF.

Q. Can pupils become embarrassed when marking each other's homework?

They mark their own work. There is no point in them marking incorrectly.

One trustee commented on the purpose of homework. Only reading should be carried out at home, although some parents want more for their children.

Q. Why is homework marked?

To show the point of homework. This model works well for the school.

One trustee stated that the time could be spent on interventions.

Q. Would it be better to undertake homework every three or four weeks?

No. Parents want to see more homework.

Q. Could the school consider setting homework for Y6 only, apart from reading for other year groups?

Yes. An optional workbook could be provided every half term, however, there would be a cost involved.

Q. Does the teacher input on pupil numbers completing homework?

No. Parents lead on this.

The DHT stated that the current method of homework is based on reading and is the most efficient for staff. KS1 pupils do not have homework, although they are welcome to submit any work they have completed at home, to be celebrated. Pupils are not penalised for not completing homework.

A Y3 pupil made a presentation on being autistic in an assembly. He did this via a PowerPoint presentation. All pupils were respectful and attentive. This was to celebrate Autism Day on 2 April 2024.

The DHT was thanked for all her work.

	Actions or decisions	Owner	Timescale

7	Finance committee meeting 4.4.24		
	The Chair confirmed that the Finance Committee met prior to this meeting where the 2023-34 management accounts and cash flow forecast were discussed, in depth. He spoke about this in item 3.		
	Trustees also reviewed the resource management toolkit which needs to be approved by trustees.		
	No issues were raised and the resource management toolkit was approved.		
	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> Resource management toolkit approved 	Trust Board	

8	Funding agreement		
The Chair stated that a new funding agreement had been drawn up. The funding agreement shows how the school receives it funding. The funding agreement sets out how to spend the money. The agreement was approved by the Finance Committee and requires ratification.			
No issues were raised and the funding agreement was ratified.			
	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> Funding agreement ratified 	Trust Board	

9	Joint Behaviour, attitudes and personal development (BAPD) and quality of education (QofE) Committee minutes 2.4.24		
The Chair advised that this was a good meeting. There were a lot of positive notes about behaviour and trustees discussed improving lateness. Parents will need to sign in after 8.40am, going forward. Registration will close at 8.40am and parents will need to bring their children into the school instead of dropping them off outside the school gates. This is a safeguarding issue. It will provide a senior member of staff to discuss this issue with parents who may be struggling.			
The new system will be put into place after Passover.			
	Actions or decisions	Owner	Timescale

10.	Policies		
There were no policies presented for review and approval.			
	Actions or decisions	Owner	Timescale
		GB	

11	Trust Board effectiveness		
The Chair stated that a full external governance review was carried out last year and another review will be carried out in two to three years' time.			
	Actions or decisions	Owner	Timescale

12	2024-25 school calendar		
This was issued in January. However, it needs to approved by trustees. They agreed to do this via email. The DHT will send this out for trustee approval. The calendar covers statutory requirements.			
	Actions (A) or decisions (D)	Owner	Timescale
A	<ul style="list-style-type: none"> Send 2024-25 calendar to trustees for approval 	DHT	

13	Confidential items		
There was nothing further to add to this item.			
	Actions or decisions	Owner	Timescale

14	AOB		
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The Chair stated that the biggest issue is finance and the school is working on the Nursery provision. The toilets will be renovated and a general refresh will be carried out over Summer. An advertisement will be placed for a Nursery manager.

Q. Will the manager be responsible for finances etc?

Yes.

A formal structure will be put into place and they will be part of the charity. Money will be saved, over five years, for a new building. The school can take pupils in for nine months to make money for this.

Q. Are new staff going to be employed in Kindergarten?

Existing staff will be offered new contracts and a new manager will be employed. There are regulatory ratios of pupils to staff for Kindergarten and Nursery. Parents will be offered more hours. The new manager will have to deal with the vision for a new building. Kindergarten will be refreshed. A discount will be offered for staff.

Trustees commented that it would be good to have a Forest School.

Q. Has there been any movement in the PTA money held?

The school is promoting the PTA. A couple of trustees and the school is involved with this. Trustees stated it would be good to hold a music event.

	Actions or decisions	Owner	Timescale

Date and time of next meetings:	To be confirmed
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