

Minutes of the meeting of the Governing Board of Mosaic Jewish Primary School held on Wednesday 16<sup>th</sup> November 2016

**PRESENT**

Kate Baum KB (Headteacher)  
 Shirley Lee SL (Chair)  
 Steve Bower SB  
 Jo Dallal JD  
 Sarah Delas SD  
 Nicolette Hartell NH  
 Judith Ish- Horowicz JIH (from item 8)  
 David Kane DMK  
 David Kelin DK  
 Naomi Reiniger NR  
 Vicky Williams VW

**In attendance**

Nerrissa Bear (Assistant Head)  
 Anne Ferrier (Clerk)

**PART 1**

Item	Topic/purpose	Action/by whom
1	<b>APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Carina Fernandes and Mark Cooper.	
2.	<b>CONSTITUTION OF THE GOVERNING BOARD</b> Jo Dallal was welcomed to her first full meeting of the governing board.  The list of terms of office of all governors was received.  The following ends of terms of office were noted.  <b>March 2017 (before the date of the next meeting)</b> Carina Fernandes (Staff appointed governor) Jackie Ashton (Associate Governor) Sarah Delas (Associate Governor)  It was agreed that the staff governor election process would be started in school. SD said that if there was still a role for an Associate Governor she would be happy to stand again. No response had been received from JA. The roles of Associate Governors would be reviewed before the next full governing board meeting.	

	<p><b>April 2017</b>  David Kane – 28<sup>th</sup> April 2017  Steve Bower – 28<sup>th</sup> April 2017</p> <p>DK agreed to stand again for a further 4 year period with the proviso that he could shorten that term at any time and SB intimated that he would not be standing again.</p> <p>Governors thanked Steve for all his invaluable support and input, especially with Premises on the Resources Committee.</p>	
<b>3</b>	<p><b>DECLARATION OF INTEREST</b></p> <p>No item on the agenda required a declaration of interest.  Governors checked and re-signed their entries in the Register of Business Interests.</p>	
<b>4</b>	<p><b>CODE OF CONDUCT</b></p> <p>The Code of Conduct had been circulated for all to consider whether any changes were required. No changes were thought to be necessary.  Clerk confirmed that all governors had signed the current Code in the last 12 months.</p>	
<b>5</b>	<p><b>ACCOUNTABILITY</b></p> <p>The letter from the Education Funding Agency (EFA) dated 6<sup>th</sup> October was received. It was a generic letter sent to all Accounting Officers (KB for MJPS) and outlined good practice and what is expected of an Accounting Officer and Boards of Trustees and Governors in relation to Financial Management and transparency of spending public money. It also highlighted the need to have the right skills and experience on the Board and that all establishments should have a Whistle Blowing Policy so that staff could raise concerns and know that they would be dealt with properly. The letter informed governors that a new Financial Handbook came into force from September 2016 which would give the governing board more information on the requirements.</p> <p>Another requirement highlighted in the letter was that details of all governors/trustees should be uploaded to the Edubase system. The clerk reported that currently Edubase only had basic information about MJPS and in fact showed David Kelin as the Headteacher. The clerk agreed to edit and update the system if she could have access to the log in details.</p> <p>KB then explained that she had been shocked to receive a letter from the EFA warning that MJPS may be put into “Special Measures” for financial control for the late re-payment of the clawback due for overfunding in 2015/2016.</p> <p>She explained that she had been aware that the payment had to be paid, but due to the change in the timing of the clawback and the change in the EFA not following up written notification (which unfortunately had been missed in school) with a telephone call as in the past, the full amount being withdrawn from the school’s account had caused concern that it could have led to cash flow problems.</p> <p>She had immediately been in communication with the EFA and had been assured that it would not be a problem and had been informed that emergency funding was available to cover such problems.</p>	

	<p>Having had these assurances she had been shocked to receive the warning letter.</p> <p>Catherine Jackson (CJ), the School Business Manager (SBM) had met with DK, DMK and SL to keep them apprised of the situation, and to discuss how to pay back the emergency funding. Everything has been submitted to the EFA and when further details are known the Resources Committee will discuss and report back to the full governing board. KB and either DMK or DK will meet with the EFA.</p> <p><b>Q. What is “clawback”?</b></p> <p><b>A.</b> The main funding for schools is on pupil numbers. The clawback is money overpaid to schools if their estimated number of pupils expected in any September is less than the actual numbers on role on the School’s Census day in the October. The amount due in any school year is expected to be repaid in the following school year.</p> <p><b>Q. Is it usual for new schools to have this problem?</b></p> <p><b>A.</b> The EFA said that it is common for new schools to require the support from the EFA and to be able to negotiate how to repay any clawback or emergency funding.</p> <p>DK expressed concern at the lack of support from the EFA and at the tone of the letter. Governors added their concerns.</p> <p><b>Main actions required.</b></p> <ul style="list-style-type: none"> <li><b>a) To find the best way to repay what is due and avoid the “special measures”</b></li> <li><b>b) To do all that can be done to recruit pupils</b></li> <li><b>c) To ensure Whistle blowing Policy in place and that all staff are aware of it</b></li> <li><b>d) To review the skills of the governing board.</b></li> <li><b>e) To update the Edubase system.</b></li> </ul>	
<b>6</b>	<p><b>MINUTES OF THE LAST MEETING</b></p> <p>The minutes of the meeting held on 13<sup>th</sup> September 2016 were confirmed and signed as a true and accurate record.</p>	Signed minutes given to KB
<b>7</b>	<p><b>MATTERS ARISING</b></p> <p><b>Item 3 – Chair and Vice-Chair appointments</b></p> <p>DK explained that he now felt that he would like to take over as Chair from the beginning of the Summer Term. He expressed thanks to SL for all her help and support in the past and in the future. Governors agreed and expressed pleasure that DK now felt ready to take the helm after the Spring break.</p>	
<b>8</b>	<p><b>ANNUAL WORK PLAN/POLICY REVIEW</b></p> <p>The Governing Board Annual Work Plan for the 2016/17 academic year was received.</p> <p>It was agreed that Chairs of Committees should be thinking about planning governor visits linked to the SDP and work plan. JIH reported that she would be meeting with KB to discuss the plan.</p> <p>KB reported that the policy reviews had not gone to plan as expected. They should be reviewed in the committees and then returned to her to agree before they are then recorded as reviewed at the next full meeting of the governing board. No policies were available for this meeting as she had not received any from the committees, with the exception of SMSC</p>	

	<p>and Safeguarding.</p> <p>It was agreed that the system needed to be tightened and those responsible for individual policies should be pro-active in getting them from school and taking them to the relevant committee for review.</p>	
9	<p><b>HEADTEACHER'S REPORT</b></p> <p>The Headteacher's report for the Autumn Term 2016 was received. The following points arose.</p> <p><b>Page 4 EAL</b></p> <p>The Assistant Head explained the change in recording how children were performing, under the new system of Levels of Acquisition.</p> <p><b>Q.</b> How do you differentiate between expected level at age and whether it is affected by the fact that they have EAL?</p> <p><b>A.</b> Teachers observe the children closely and talk to parents.</p> <p><b>Page 5 Anti-bullying week</b></p> <p>KB explained that part of this week had been to give the children and parents a fuller understanding of exactly what constitutes bullying and the many forms it can take.</p> <p><b>Q.</b> How had this been done?</p> <p><b>A.</b> Circle time, explanations in the newsletters and a visit from the NSPCC who gave their talk "Stay Safe – Speak Out".</p> <p>NB explained that Circle Time was working really well and that there had been a noticeable improvement in general behaviour.</p> <p><b>Page 6 Staff Absence</b></p> <p>Governors queried the high level of sick absence.</p> <p>KB explained that although it seemed high it did actually relate to few individuals with longer absences, not a lot of staff away frequently.</p> <p><b>Q.</b> How are the absences managed and is the class always covered?</p> <p><b>A.</b> The class would always be covered, from existing teaching staff preferably but, if that was not possible a Supply Teacher would be requested from an agency. A class could be covered for a very short time, say an hour, by a Teaching Assistant or Student Teacher. The decision would always be based on what was best for the children.</p> <p>KB explained that once a teacher had been absent for 5 days an insurance claim could be made. Currently all teachers, the Headteacher and the Business Manager are covered by the insurance. To cover all staff would be disproportionately expensive.</p> <p><b>Q.</b> How is sickness absence monitored?</p> <p><b>A.</b> The Headteacher and School Business Manager regularly monitor the pattern of sick absences. If it appears that an individual is off for a day here and there on a regular basis, or is frequently absent, then the procedures as laid out in the School's Staff Sickness Procedure would be followed. If necessary the individual could be referred to Occupational Health.</p> <p><b>Vacancies</b></p> <p><b>Q</b> Are the vacant posts being advertised?</p> <p><b>A.</b> The vacancies are currently being recruited for.</p> <p>It was agreed that the vacancies could be advertised on the school website and possibly in the weekly newsletter.</p> <p><b>Page 8 Achievement of pupils in the school- Evaluation</b></p> <p>KB explained that the evaluation of Outstanding and the bullet points shown had come from the report prepared by Marie Harvey, who is the School Improvement Partner.(SIP)</p> <p>She further explained that not all Free Schools have an external inspector.</p> <p>SL agreed to highlight this in the governors' newsletter.</p>	SL to include in newsletter

	<p><b>Page 11 Attainment in Key Stage 1</b></p> <p><b>Phonics Screening</b></p> <p>Congratulations were expressed on the Phonics results. NB said this was as a result of hard work by the teaching team. The results would be published in the governors' newsletter</p> <p><b>End of Key Stage 1</b></p> <p>NB explained the changes in measuring attainment following the abolition of levels and the introduction of teacher assessment. She explained how the assessments were moderated with other schools.</p> <p>She also explained the frustration felt by schools about the system for assessing writing, in that if a child was not using cursive, joined up writing they could only be assessed as "emerging in writing", irrespective of the content of the written piece.</p> <p><b>Q.</b> Has this been communicated to parents?</p> <p><b>A.</b> NB had explained to parents at parents' evenings.</p> <p><b>Q.</b> Could an incorrect grip on a pencil be a contributory factor to difficulty in cursive writing?</p> <p><b>A.</b> It can be, and teachers make every effort to supply the children with one of many different styles of pencils best suited to their needs. The children are also helped to have the paper at the correct angle and that they are sitting properly.</p> <p><b>Q.</b> Could homework include cursive writing?</p> <p><b>A.</b> Systems were currently being looked at to ensure the correct one for the children.</p> <p><b>Q.</b> What is the school's view on external private tuition?</p> <p><b>A.</b> This is completely parental choice. It may be that the tuition is to help with a specific difficulty. It may be peer pressure or training for moving on to Secondary education. It was felt that it was not a reflection on the teaching at MJPS.</p> <p><b>Page 13 Quality of Teaching</b></p> <p>KB reported that the focus of the next SIP visit would be on Quality of Teaching. The SIP would work with KB, NB and the SLT.</p> <p><b>Page 15 Health Safety and Security</b></p> <p>KB reported that a Fire Evacuation had taken place and that the school had been evacuated in 3 minutes 3 seconds.</p> <p>She also said that the system for accounting for all on site would be tightened up.</p> <p><b>Q.</b> Has the source of the smell been identified?</p> <p><b>A.</b> It had been identified as incorrect floor cleaning material being used. This had all now been removed.</p> <p><b>Behaviour</b></p> <p>Although the SIP deemed behaviour as Outstanding and the staff work hard to keep that judgement, SD reported that some parents had commented to her that they had witnessed children not respecting teachers. She also said that she did not think that the uniform dress code was adhered to.</p> <p>It was felt that these things would affect first impressions of prospective parents and ultimately pupil numbers.</p> <p>It was mentioned that non adherence to uniform code at Secondary School would result in pupils being sent home.</p> <p>KB explained that it is not an option to send a Primary School child home. It was agreed that parents need to set an example and be aware of what is expected of their children.</p> <p><b>Q.</b> How is the fact that this has been discussed at a Governing Board</p>	Results to be in govs' newsletter
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	<p>meeting communicated back to parents?</p> <p><b>A.</b> KB would talk to parents and it would be discussed at Parents' Forum</p> <p>It was agreed to include telling the parents that the behaviour and dress code policies were available on the school's website.</p> <p>It was also noted that the minutes of the Governing Board are public documents and parents can request to read them. (Part 1 only)</p> <p><b>Page 18 Premises</b></p> <p>It was reported that the School Business Manager had met with a company with regards to the AVA system. Initially this would be a basic sound system at an approximate cost of £12000. To have a full AVA system would be in the region of £15000-£20000. Governors agreed to the installation going ahead.</p> <p>Concerns were expressed about the delay in developing the outside play area due to the absence of the BREEAM certificate, especially as parents had been commenting on the facilities at other local schools. KB explained that she had been constantly chasing the BREEAM certificate and had been keeping parents updated on the progress.</p> <p>It was agreed that it was very important to keep parents updated through the newsletter and at the Parents' Forum meetings.</p> <p><b>Page 22 Enrichment Activities</b></p> <p>Governors expressed their appreciation of the number and variety of enrichment activities which had been arranged for the children.</p> <p>KB added that Reverend McKinney would be leading some assemblies, and that she hoped to liaise with a Muslim school with the support of a Methodist minister.</p> <p>An intergenerational, inter faith tea was also being planned to be held at Nightingale House.</p>	
10	<p><b>COMMITTEES</b></p> <p><b>a) Resources Committee</b></p> <p>The minutes of the meeting held on 13<sup>th</sup> October 2016 and the Terms of Reference were received. The amended Terms of Reference were agreed.</p> <p><b>Q.</b> Had there been any more lettings applications.</p> <p><b>A.</b> St Georges' Social Services Team had approached the school to rent 2 classrooms for 3 to 4 years. The basic lease had been drawn up by Tony Cotton but if it needed more than that Russell Cooke solicitors would be contacted.</p> <p><b>b) Children Families and Community Committee</b></p> <p>The minutes of the meeting held on 20<sup>th</sup> October 2016 were received.</p> <p>There were no changes to the Terms of Reference from last year.</p> <p><b>c) Curriculum and Achievement Committee</b></p> <p>The minutes of the meeting held on 20<sup>th</sup> October 2016 were received.</p> <p>There were no changes to the Terms of Reference from last year.</p> <p><b>d) HR meeting</b></p> <p>The minutes of the meeting held on 13<sup>th</sup> October 2016 were received.</p> <p><b>e) Chair's meeting</b></p> <p>The minutes of the meeting held on 29<sup>th</sup> September 2016 were received.</p> <p><b>f) Marketing update</b></p> <p>Minutes from the 2 Marketing Group meetings held on 14<sup>th</sup> October and 8<sup>th</sup> November 2016 were received. Governors' thanked the group for their notes. NR asked if governors would give some thought as to any places they may think that the leaflets could be circulated, as it is imperative that everyone promotes the school as much as they can to increase pupil numbers.</p> <p>KB asked that CJ be asked to attend the Marketing Group meetings.</p> <p>JIH and SL confirmed that they had booked places at the Limmud</p>	

	Conference in December 2016.	
11	<b>SCHOOL DEVELOPMENT PLAN (SDP)</b> It was confirmed that all governors had a copy of the SDP and had noted that it is monitored through the Annual Work Plan in the committees.	
12	<b>GOVERNOR TRAINING AND MJPS REPRESENTATION IN THE WIDER COMMUNITY</b> The list of Wandsworth training opportunities was received. SL reported that the New Schools Network (NSN) would be holding a work shop on Multi Academy Trusts.	
13	<b>DIRECTORS REPORT</b> The Autumn Term Director's Report was received with the Clerk's summary. Governors asked if all should be receiving the weekly Newsletter and termly magazine from the National Governors' Association (NGA). NB agreed to check what school's subscription entitled each governor to receive.	
14	<b>DATES OF NEXT MEETINGS and AGENDA ITEMS FOR NEXT MEETING</b> The dates of full governing body meetings for the rest of the academic year were agreed. Wednesday 15 <sup>th</sup> March 2017 – 7.00pm Wednesday 28 <sup>th</sup> June 2017 – 7.00pm Wednesday 5 <sup>th</sup> July 2017 – Budget meeting or One hour before the meeting on 28 <sup>th</sup> June TBC	
15	It was resolved that due to the confidential nature of the business to be dealt with in Part 2 of the agenda, non governors be excluded. On this occasion it was agreed that Nerissa Bear should remain.	
Chair:-		Date:-



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**PRESENT**

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 Judith Ish- Horowicz JIH (from item 8)  
 David Kane DMK  
 David Kelin DK  
 Naomi Reiniger NR  
 Vicky Williams VW  
**In attendance**  
 Nerrissa Bear (Assistant Head)  
 Anne Ferrier (Clerk)

**PART 2**  
**CONFIDENTIAL**

Item	Topic/purpose	Action/ by whom
1	<p><b>MINUTES OF THE LAST MEETING</b>    There were no minutes</p>	
2	<p><b>PERSONNEL UPDATE</b>    VW gave a full report on the outcome of the Employment Tribunal dealing with the claim for Constructive Dismissal, which had been brought against MJPS by the previous School Business Manager.(SBM)    She reported that the decision had gone against the SBM with no case to answer for MJPS.    She said that it had been a long and difficult process and thanked KB for her stoicism throughout the tribunal despite the considerable stress the whole thing had caused. She also reported that the legal representation had been excellent and had proved the benefit of having legal insurance.    Thanks were also expressed to NB for her support of KB and the governors during the process.    The following were agreed as points to note going forward     <ul style="list-style-type: none"> <li>• Ensure that robust Performance Management in place.</li> <li>• Maintain good processes and records for all Personnel.</li> <li>• Be careful of what is communicated by email.</li> <li>• Never be afraid to fight a tribunal case.</li> </ul> </p> <p>Thanks were expressed to VW for all her hard work in these difficult circumstances.</p>	
	<p>Chair:-</p>	<p>Date:-</p>