

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: 19 December 2023

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
Tamar Tabor	Foundation	30/06/2024	P
Alison Kaye	Community	30/09/2025	P
Nicola Taylor	Staff (deputy head)	29/06/2024	P
Dani Mechlowitz	Co-opted	29/07/2025	P
Izzi Rosenberg	Co-opted	29/07/2025	P
Shlomie Graff	Foundation	06/06/2024	P
Nicola Jaysan	Staff	29/07/2025	P
Rabbi Yehuda Pearlman	Principal	NA	P
David Mechlowitz (Vice Chair)	Foundation	29/07/2025	P
Bashy Rice	Parent	18/10/2024	P
Yehuda Fagleman	Foundation	06/06/2026	P
Sydney Fulda	Foundation	05/08/2024	P
Penina Schwalbe	Foundation	03/09/2027	P
Yaakov Goldin	Parent	01/12/2026	Ap
Cath Davies	Staff	31/03/2026	Ap

Others present

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

Agenda Items

1	Welcome and apologies
The Chair welcomed all to the meeting. Apologies were received and accepted from Yaakov Goldin and Cath Davies.	

The Chair stated that a finance committee meeting had taken place and the school's financial situation was not as good as it could be. It had been impacted by pension contributions and pay awards. The year-end surplus was only £6k. However, the school is awaiting some further income.

	Actions or decisions	Owner	Timescale

2 Verbal declarations of interests

Shlomie Graf provides a waste disposal service to the school and Yehuda Fagleman provides food supplies.

Alison Kaye declared a possible interest as she is a teacher at the Jewish Day Academy.

All governors completed the annual declarations of interest forms.

	Actions or decisions	Owner	Timescale

3 Notification of confidential items or items of AOB

There were three items that the Chair is dealing with in conjunction with Browne Jacobson:

1. The school funding agreement was an issue and the school took advice from the Office of the Chief Rabbi and has a new funding agreement.

No issues were raised and the funding agreement was approved.

2. Changes to the articles of association are being undertaken as the current version is very dated. Originally, there were five Members (stakeholders). David Bondt and David Mechlowitz will no longer be Members. There will be three Members. Governors are now to be called trustees.

Q. Why are there only three Members?

There needs to be a segregation of duties between the Members and trustees.

The articles will be approved in January once the education and skills funding agency (ESFA) has approved the articles.

3. Admissions Policy. Some complaints have been received about the lawfulness of the policy.

Q. What were the issues?

The school has reviewed some older issues and there are possibly some areas that are incorrect. The lawyers are reviewing this and will amend the policy in January.

Q. What can the school do instead?

It can ask for confirmation of religious activities. The Rabbi can sign a form.

Q. Is Browne Jacobson costing a lot of money?

Their costs are reasonable.

	Actions or decisions	Owner	Timescale

4 Minutes of the last meeting (20.7.23) and matters arising

The minutes of the last meeting 20.7.23 were approved as an accurate record of the meeting subject to the following amendments. A copy was signed electronically on Governor Hub.

<u>Matters arising</u> None			
	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none"> Minutes of the last meeting approved 	Trust Board	

5

Governance matters

5.1 Chair's report

This was covered in item 3 above.

5.2 Terms of office ending soon

There are no terms of office due to end soon.

5.3 Trustee vacancies

Penina Schwalbe was welcomed to the Trust Board as a new Foundation trustee.

5.4 Trustee appointments

Trustees approved the appointment of Penina Schwalbe as a Foundation trustee.

5.5 Trustee training

The DHT sent trustees a link to the National College. Safeguarding training is planned for March. The clerk agreed to send the One Education Spring handbook to trustees. This contains details of available training courses.

5.6 Annual declaration of interest form

Each trustee completed the annual declaration.

5.7 Confirmation of eligibility form

Each trustee completed the annual form.

5.8 Annual skills audit

Each trustee completed the annual skills audit.

5.9 Governance Improvement Plan

This will be completed with the external consultant over two days.

5.10 Schedule of meetings

The next Trust Board will meet a 7.30pm on 3 April 2024. This will be preceded by a Finance Committee meeting at 5.30pm. The behaviour, attitudes and personal development (BAPD) meeting scheduled for 6 February 2024 will be re-arranged to 19 March at 6pm. It will be combined with the quality of education (QoE) committee.
Trustees approved the schedule of meetings for the Spring term.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Penina Schwalbe appointed as a Foundation Trustee	Trust Board	4 years
	<ul style="list-style-type: none">Annual declaration of interest forms completed	Each trustee	
	<ul style="list-style-type: none">Annual confirmation of eligibility completed		

	<ul style="list-style-type: none"> Annual skills audit completed Schedule of meetings for the Spring term approved. 	Each trustee Each trustee Trust Board	
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6	Principal's Report
<p>The DHT, Nicola Taylor, presented the report and the following points were raised in discussion.</p> <p>The introduction contained the many activities that have taken place since the last report.</p> <p><u>Summary of progress towards school improvement priorities (SIP)</u> The DHT highlighted that priority 5 referred to Music and DT. Days dedicated to Music and DT are going to be arranged. Priority 6 refers to behaviour and kindness and this will continue to be developed. Priority 7 refers to attendance and punctuality. The school offers support to help punctuality. Priority 8 - The social, emotional and mental health (SEMH) unit will be developed. Priority 9 refers to transition which does not impact until the Summer term. It was successful last year.</p> <p><i>Q. What is transition?</i> It is where pupils move year groups.</p> <p>Priority 10 refers to working with challenging pupils and this work continues. Priority 11 – safeguarding. The single central record (SCR) has been audited by the LA.</p> <p><u>Pupil update</u> Pupil numbers bandings are detailed in the report for each year group. Attendance is 95% for the whole school. 47 pupils are being targeted for support. Eight pupils have joined the school mid-year and three pupils have left the school.</p> <p>46 pupils are on the special educational needs (SEN) register. Seven pupils have an education health and care plan (EHCP).</p> <p>28 pupils are entitled to pupil premium (PP).</p> <p><u>Table of results for 2022-23</u> Early years foundation stage (EYFS) – 67% of pupils achieved a good level of development (GLD) which was in line with the national average (NA). 70% of pupils passed the phonics check in Y1 compared the NA of 79%. 96% of pupils have passed the phonics check in Y2 compared to the NA of 89%. 28% of pupils achieved the combined reading, writing and mathematics standard in Y2 compared to the NA of 56%. 76% of pupils achieved the combined standard in Y6 compared to the NA of 73%.</p> <p><i>Q. What percentage of pupils are expected to pass the phonics check this year?</i> 80%.</p>	

There is the potential for 76% of EYFS to achieve GLD, this year.
The report also contains current, confident and potential data for other year groups.

Staffing

One teaching assistant (TA) has resigned. Five staff are on maternity leave and there are vacancies for one TA and one teacher. There are Ofsted priority teams in the school. Team leaders have management responsibilities.

Safeguarding

There has been one referral to social care, one pupil is on Child in Need (CIN) and there is one previously looked after child (LAC).

Health & Safety

The SCR has been audited and there is increased security in the school.

Site and Premises

The school has a new boiler.

Leadership & Management

Trustees need to undertake visits to the school as part of their role in holding the school to account.

The school is building on subject leadership capacity.

EYFS

The school continues to embed improvements to EYFS provision.

Quality of teaching and learning.

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

Pupil data 2022-23 and 2023-24

The DHT presented her report on 2022-23 and 2023-24 pupil data.

2022-23 internal data was compared to published data.

There was no internal data relating to writing. Published data stated that 44% of pupils achieved the expected standard in writing. No pupils achieved greater depth (GD). Writing was impacted by one pupil with English as an additional language (EAL). 17% of pupils had SEN. 22% of pupils met the Y6 objectives in writing but failed in grammar.

2023-24 current data was compared to potential and best case.

Combined current is 16% with 56% potential and 77% best case. There is a meeting tomorrow and in January to review the projections. Not all SEN pupils will achieve.

Q. How is the school measuring progress?

From work undertaken, moderation and training. SEN pupils do have a big impact. They represent 15% of the cohort and 65% of these SEN pupils may not achieve.

Q. The school had 36% of pupils achieve combined reading, writing and mathematics last year. Is it looking at 56% to achieve this year?

Yes, and best case would be 77%.

Q. What was the NA last year?

64%.

Q. Why were the results so low?

Behaviour to writing. One pupil has now moved to a special school. There were issues with behaviour.

Q. Was this due to the pandemic?

It is not known.

Q. Are there any behaviour issues, this year?

No.

There were disruptions last year which impacted on other pupils. The staff wanted to keep the pupils in the school.

Q. Does the school have strategies to put in place for next year's Y5?

The staff has to keep the pupils in the school and this will be managed. Support will be put in place. Pupil wellbeing will be a priority. In other schools, pupils would have been excluded for disruptive behaviour.

Q. Is this the best outcome for the five boys who left Y6, last year?

It is difficult to answer. One of these pupils is now in a special school. The school does its best for pupils.

It is not good for pupils to be in a disruptive environment. There is one pupil in Y5 who is being closely monitored. It is difficult to balance disruption to permanent exclusion.

Q. Did parents express concerns about disruptive behaviour?

No.

In Y5, pupils receive interventions twice per week.

	Actions or decisions	Owner	Timescale

7 Finance committee meeting 19.12.23

The Chair confirmed that the Finance Committee met prior to this meeting where the 2022-23 year-end accounts and financial statements were reviewed, depth.

Trustees approved the 2023 year-end accounts and financial statements and these require Trust Board ratification.

No issues were raised and the 2022-23 year-end accounts and financial statements were ratified.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">2022-23 year-end accounts and financial statements ratified	Trust Board	

8 BAPD Committee minutes 28.11.23

Trustees noted the contents of the BAPD minutes.

	Actions or decisions	Owner	Timescale

9 QofE Committee minutes 29.11.23

Trustees noted the contents of the QofE committee minutes.

	Actions or decisions	Owner	Timescale

10. Policies

The Chair advised that had reviewed and approved a number of policies:

Accessibility Policy
 Allegations of abuse against staff
 Attendance and Absence Policy
 Behaviour Policy
 BJCF ON-line Safety Policy
 BJCF Safeguarding and Child Protection Policy
 British Values Policy
 Cared for Child (previously LAC) Policy
 Children Missing Education Policy
 Equal Opportunities Policy
 Health Eating and Drinking Policy
 Low Level Safeguarding Concerns Policy
 Mobile Phones and Cameras Policy
 More Able and Talented Policy
 Policy for Separated Parents Policy
 Preventing Radicalisation and Extremism Policy
 Relationships and Health Education Policy
 Searching and Confiscation Policy
 Sexual Violence and Sexual Harassment Policy
 Technology Acceptable Use Agreement for Pupils
 Technology Acceptable Use Agreement for Staff
 Whistleblowing Policy

Trustees noted the policy approvals.

	Actions or decisions	Owner	Timescale
		GB	

11 PP statement and PE and Sports statement 2022-23

11.1 Pupil Premium Statement 2023-24.

The DHT advised trustees that there is a three-year plan. She stated she had added writing training which the DHT had attended. Staff attended writing training for subject leaders. Moderation is taking place in Y2, Y6 and EYFS. Mary Arnold has held some training for 'quick fixes'. The SNM is trying to increase the number of parents who can access PP funding.

Q. How may pupils receive PP?

28 pupils. This is very low for a school in Salford. Some parents are just above the threshold for PP. They have large families and the joint income is taken into account.

11.2 P. E and Sport Premium 2023-24.

The report is for trustees to note.

Q. Does the mayor of Manchester have any influence on grants?

No. This is controlled by central government.

	Actions or decisions	Owner	Timescale

12	Risk Register		
The SBM presented an update.			
All red flags have been dealt with. The register is up to date.			
	Actions or decisions	Owner	Timescale

13	Trust Board monitoring		
There was nothing further to add to this item.			
	Actions or decisions	Owner	Timescale

14	Performance management (PM)		
<u>Principal's PM</u> The Char confirmed that this had been carried out.			
<u>Teachers Pay recommendations</u> The Char confirmed that this had also been carried out.			
	Actions or decisions	Owner	Timescale

15	Confidential items		
There were no confidential items.			
	Actions or decisions	Owner	Timescale

16	AOB
<p><i>Q. Is there any money held in the Parent Teacher Association (PTA) account?</i></p> <p>There is money in an account, however, this is not in the school's control. There is no PTA, currently. There are three separate entities – BJOF, PTA and Garden Party.</p> <p><i>Q. Could any volunteers be found?</i></p> <p>This could be emailed and put in the newsletter. Bashy Rice and Sydney Fulda agreed to approach individuals.</p> <p>The Broughton Jewish Opportunity Find (BJOF) needs to have targets that become the driving force for contributions from parents and companies. E.g., extra teaching to provide high level teaching and specialist help for SEN. Accountability is needed for monies received.</p> <p>Dani Mechlowitz stated that he has arranged for a marketing video of the school.</p> <p><i>Q. Could money from the Garden Party and the PTA be merged?</i></p>	

They should be and the Chair discussed this with committees last year. They did not want to merge.

Q. Is the newsletter not an option?

It is time consuming. Parents receive a weekly email newsletter on Fridays.

Q. What is the issue?

It is time consuming. The format could be changed and Dani agreed to discuss with the SBM. The newsletter could be printed every half term.

The Chair extended a big thank you to all the staff. It has been a long term. He also thanked the clerk for her work.

The Chair wished everyone a Merry Christmas and Happy New Year and a good break.

	Actions or decisions	Owner	Timescale
	<ul style="list-style-type: none">Look at PTA volunteers.	Bashy Rice, Sydney Fulda	
	<ul style="list-style-type: none">Discuss newsletter with SBM	Dani Mechlowitz	

Date and time of next meetings:	3 April 2024 Finance 5.30pm 3 April 2024 Trust Board 7.30pm
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