

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

School: Broughton Jewish Cassel Fox Primary School (BJCFPS)

Quorum: 5 (met at this meeting)

Chair: David Bondt

Clerk: Frances Bennett

Date of meeting: 22 July 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
Yehuda Fagleman	Foundation	06/06/2026	P
Penina Schwalbe	Foundation	03/09/2027	P
Rabbi Yehuda Pearlman	Principal	NA	P
Yaakov Goldin	Parent	01/12/2026	P
Cath Davies	Staff	31/03/2026	P
Shlomie Graff	Foundation	06/06/2028	P
Izzi Rosenberg	Co-opted	29/07/2025	P
Bashy Rice	Parent	18/10/2024	Ap
Tamar Tabor	Foundation	30/06/2028	A
Sydney Fulda	Foundation	05/08/2024	A

Others present

Name	Role
Frances Bennett	Clerk (One Education)
Rachel Baker	School Business Manager (SBM)
Helen Green	Chief Finance Officer (CFO)

Agenda Items

1	Welcome and apologies
The Chair welcomed all to the last meeting of this academic year.	

Apologies were received and accepted from Bashy Rice.

The Chair advised trustees that there were some finance issues discussed at the Finance Committee meeting held, prior to this meeting. A number of schools are under pressure including BJCFPS. The school has experienced falling pupil numbers over a number of years. Governors now have a greater understanding of finance due to advice from the external consultant. The school is now aware of applying for additional funding. The main issue has been between the school and the LA. The LA were not replying to queries raised, until last week. They put in a low offer which was rejected. A new offer has been negotiated and the school is awaiting the funding which will reduce the year-end deficit. The school has kept the education and skills funding agency (ESFA) fully informed over the last six months and they have been understanding and supportive.

The finance team have worked very hard to improve finance and the Chair thanked the SBM and CFO for their work.

	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.

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

There were no items to report.

	Actions (A) or decisions (D)	Owner	Timescale

4 Minutes of the last meeting (4.4.24) and matters arising

The minutes of the last meeting 4.4.24 were approved as an accurate record of the meeting. A copy was signed electronically on Governor Hub and the Chair also signed a copy.

Matters arising

A meeting was held regarding admissions and the policy was approved.

Item 12

The school calendar dates were approved via email, by the trustees.

	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none"> Minutes of the last meeting approved 	Trust Board	

5 Governance matters

5.1 Chair's report

There was no separate report.

5.2 Terms of office ending soon

Yehuda Fagleman is leaving the governing body. Bashy Rice is not standing for reappointment. She is resigning as from 31 August 2024. The Chair thanked her for all her hard work. Yehuda Fagleman was thanked for all the work he has undertaken with the charity and the improvements he has made in the kitchens.

5.3 Trustee vacancies

There are two vacancies.

5.4 Trustee appointments

There are no appointments yet. There has been some interest shown,

5.5 Trustee training

There was no training to report. The Chair is going to commission One Education to undertake some bespoke training in the Autumn term and another session later in the year.

Subsequent to the meeting, the clerk email Rob Merino to arrange this.

5.6 Governance Improvement Plan

This has been completed.

5.7 Academy Trust Governance Guide

The governor handbook has been replaced by the academy trust governance guide and incorporates the competency skills framework. Governors acknowledged receipt of the new guide.

5.8 Chair, Vice Chair and committee chair elections for 2024-25

Governors agreed to the following. There were no changes from last year.

David Bondt was elected as Chair for one year, unopposed

David Mechlowitz was elected as Vice Chair for one year, unopposed.

Alison Kaye will remain as committee chair of the quality of education (QoE) committee and Tamor Tabor will remain as committee chair for the behaviour, attitudes and personal development (BAPD) committee.

5.9 Schedule of meetings

This item is deferred until the new clerk is in place. It was agreed to hold finance committee meetings prior to TB meetings.

	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none">David Bondt elected as Chair	Trust Board	One year
D	<ul style="list-style-type: none">David Mechlowitz elected as Vice Chair.	Trust Board	One year

6 Principal's Report

The DHT, Nicola Taylor, presented the report and the following points were raised in discussion.

The introduction to the report, details all events that have taken place since the last meeting including a staff election where Cath Davies was re-elected, She has been at the school for 30 years.

Summary of the school improvement plan (SIP).

Priority one - To ensure that the disadvantaged children gap reduces over time.
This will be continued into next year.

Priority two – quality of education

Writing has been moderated and the school is working with the LA and other schools. The school also received help from one trustee.

Priority three – to improve monitoring of writing and grammar, punctuation & spelling (GPS).
This has improved.

Priority four - A lot of training for subject leaders has been undertaken with the National College.

Priority five - Design technology and Music will be reintroduced, next year.

Priority six - To maintain improved standards in behaviour across school and implement kindness as a key theme.
Kindness has been embedded.

Priority seven - To maintain attendance of at least 96% (aiming for 97%) and improve punctuality.
The school is able to target pupils.

Q. What is attendance, currently?

It was 97.1%, this morning.

Priority eight – to develop a Nurture unit for personalised provision.
Some pupils are accessing personalised provision. There are four options per week.

Priority nine - smooth transition from year groups
Effective transition meetings have been held.

Priority ten - To continue to effectively support the physical, mental and emotional health and well-being of both pupils and staff specifically by effectively challenging high needs pupils.
Weekly sessions are carried out and high needs provision will continue to be developed.

Priority 11 – safeguarding

Safeguarding and health & safety are well established. A cluster audit and LA audit have been carried out.

Pupil update

There are 363 pupils on roll from Reception to Y6 and 48 in Nursery.

Q. Will there be 45 pupils in Y5, next year?

Yes.

The school is losing a big year group, this year (Y6 – 61 pupils). This will mean that funding will be reduced.

Q. What is the impact of the pay increase?

This has been accounted for in the budget.

Attendance

Attendance was 95.6% when the report was produced. Authorised absence was 3.5% and unauthorised absence was 0.8%.

28 pupils have persistent absence (PA).

Admissions

One pupil has left the school and one pupil joined the school, in-year.

SEN

58 pupils are on the SEN register which is 14.2% of the numbers on roll. This is close to the national average (NA) of 16%. 10 pupils have an education health and care plan (EHCP) and there are three pending applications.

29 pupils are in receipt of pupil premium (PP). This is 7% of the numbers on roll compared to the NA of 24%.

Q. Have PP pupil numbers reduced?

Yes. There are ten PP pupils who will leave the school, this week.

Current data

Nursery

87% of pupils are on 'green'.

Reception

65% of pupils achieved a good level of development (GLD). One of the two SEN pupils achieved a GLD and the PP pupil did not achieve a GLD.

Y1

81% of pupils passed the phonics check and 83% of Y2 pupils have now passed the phonics check. PP and SEN pupils hindered the percentage pass in Y2.

Y2

68% achieved the expected standard in reading with a potential of 75%.

48% achieved the expected standard in writing with a potential of 74%.

68% achieved the expected standard in mathematics with a potential of 77%.

The potential is the impact if pupils continue with interventions. Y2 are not secure in writing.

Q. Did Y2 pupils sit SATs?

Yes.

Y3

40% achieved the expected standard in reading with a potential of 58%.

33% achieved the expected standard in writing with a potential of 40%.

49% achieved the expected standard in mathematics with a potential of 56%.

Y3 is quite a small group. There are 12 SEN pupils in this cohort.

Q. Can SEN data be shown separately?

This is carried out for Y6. It can be shown separately for other groups for the next meeting.

Y4 and Y5 data is also in the report.

Y6

69% of pupils achieved the age-related expectations (ARE) in reading. 28% achieved greater depth (GD).

70% of pupils achieved the ARE in writing. 8% achieved GD.

72% of pupils achieved the ARE in mathematics. 20% achieved GD.
54% of pupils achieved the combined ARE and 3% achieved GD.
61% of pupils achieved ARE in GPS and 26% achieved GD.
One pupil is likely to be disapplied which will increase the reading, mathematics, combined and GPS ARE by 1% and the writing ARE by 2%.
The report compares the school to the NA and last year's results.
The DHT checked the data for pupils who should have achieved but failed. Mathematics has improved from last year.
There were 12 SEN pupils which represented 20% of the cohort. 17% of these pupils achieved the combined ARE and 10 PP pupils. 60% of PP achieved combined ARE.

Staffing changes

Staff resignations, maternity leavers and new starters are detailed in the report. There are no vacancies. There is a new SEN teaching assistant (TA) and some staff are reducing hours. Absence has been very high and this is being addressed. There is a new policy.

Safeguarding, child protection, welfare and behaviour.

There one child in need (CIN), one previously looked after child (LAC) and no referrals to social care.
House points and iheart are to be introduced next year.

Health & safety

Air conditioning is being reviewed for some classrooms.

Site and premises update

Hall resources and the early years foundation stage (EYFS) unit is being reviewed. Outdoor maintenance is being reviewed and some interactive boards are not working properly.

Leadership & management

One of the school priorities relates to trustees holding the school to account. Half termly visits are made to the school.
Continuing professional development (CPD) is also a school priority for leaders and this will continue.

EYFS

One of the school priorities is to improve the quality of education, consistently, and this is being addressed by staff movement, CPD and team working.
Another priority relates to use of outdoor provision. Staff are taking ownership of this and pupils are engaging.

Quality of teaching

The report details the strengths and areas for development.

Areas for development next year.

The key priorities and overall success criteria are detailed in the report. This is an overview of the school improvement plan. There will be an action plan for each statement. The DHT will complete this over the Summer and also with the school leaders. She has already started on geography and history. There is a starting point for writing. This will be monitored in a coaching style.
iheart is a wellness programme for pupils and staff, dealing with resilience The plan is in the report.

There is a staffing list (Reception to Y6) and an overview of interventions for trustees for information.

Timetabling

Lessons are not taught twice. Y3 staff will go into one lesson. The school is returning to pre pandemic arrangements for secular studies. There are two fully secular study afternoons per week.

Q. What is the benefit for teachers?

They do not have to teach the same lesson, twice and can learn from other teachers when they are in class.

The Principal presented the Kodesh staffing.

Q. Are boys and girls segregated?

Yes, in KS2. There is a new member of staff in Y5.

Q. Is the school satisfied with the SATs results for Y6?

Staff were a bit deflated as higher results were expected. There is no one factor that influenced the results. The amount of secular teaching reduced after the pandemic. Pupils were in bubbles and writing was strengthened. Staff are excited about the teaching of writing, going forward. Homework is being set for Y3. They will receive one SATs style question per week.

Q. When will this be marked?

It will be marked in class.

Q. Is the Y6 teacher moving to Y5?

Yes. The Y5 teacher is moving to another class.

The school has also looked at changing homework for Y6 and focusing more on SATs papers. Feedback will be given on a Friday morning.

Q. Are booster sessions undertaken?

Yes. The school starts early and some are carried out during the day.

Q. Do lunchtime sessions work?

Yes.

Q. Have early morning booster sessions worked?

Yes.

Q. Have pupil numbers attending, improved?

Yes.

Q. Are any pupils just being dropped off outside the school?

Yes. Some parents do this. Discussions need to be held to encourage them to come into the school.

Q. Are they leaving their children outside?

Yes.

The DHT was thanked for all her work.

	Actions (A) or decisions (D)	Owner	Timescale
A	<ul style="list-style-type: none"> Show SEN pupil data separately for all year groups 	DHT	Autumn meeting

7	Length of the school day.		
The school has no issues with the length of the school day.			
	Actions (A) or decisions (D)	Owner	Timescale

8	Finance committee meeting 22.7.24		
The Chair provided an overview at the beginning of the meeting. The BFR was approved and this requires TB ratification.			
No issues were raised and the BFR was ratified.			
	Actions (A) or decisions (D)	Owner	Timescale
D	<ul style="list-style-type: none">BFR ratified.	Trust Board	

9	Charging for absence		
Governors were advised that the government has produced a paper that details changes with regard to attendance effective from 19 August 2024. Staff have attended a briefing and training on penalty notices.			
Q. Who received the money from the fines? The LA.			
As from 19 August, a pupil can have two absences. They can have ten half days absence and then penalty notices and fines should be considered. This is five days over a year.			
Q. What happens if parents cannot pay the fines? The LA deal with this.			
Q. Is this an LA policy? No. It is a national policy.			
The school does not have attendance issues. However, there is a letter that has been created for parents to explain the changes, as from 19 August 2024.			
	Actions (A) or decisions (D)	Owner	Timescale

10.	Policies		
There were no policies presented for review and approval.			
The Admissions Policy has been approved outside this meeting – see item 4.			
	Actions or decisions	Owner	Timescale

11	Statements		
The PP and P.E and Sports statements will be on the next agenda.			
	Actions (A) or decisions (D)	Owner	Timescale
A	<ul style="list-style-type: none">PP statement 2024 to be on the next agenda	Clerk/Principal	Autumn term
A	<ul style="list-style-type: none">P.E and Sports premium statement 2024 to be on the next agenda	Clerk/Principal	Autumn term

12	Risk register		
The Chair advised that this has been covered outside this meeting.			
	Actions (A)or decisions (D)	Owner	Timescale

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

14	Schedule of meetings		
The Chair stated that this would be agreed with the new clerk. There will be two committee meetings in November and a TB meeting in December.			
	Actions or decisions	Owner	Timescale

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

16	AOB
<p>One trustee mentioned that the Zoom presentation for Kindergarten was not very good. The school advised that they are not using Zoom any more.</p>	
<p><i>Q. When will the new website be ready?</i></p> <p>Hopefully, by September. The SBM showed trustees an example of what the new website will look like. It will be managed by a member of staff.</p>	
<p>The Chair wished to offer a big thank you to the senior leadership team (SLT). He can evidence the amount of work they have undertaken. Y6 pupils are well behaved and present themselves very well. They are very advanced in Kodesh and secular studies. This is testament to the work carried out in the school.</p> <p>Another trustee agreed after having a session with pupils, These were the first pupils to experience wellbeing in the school.</p>	
<p><i>Q. Is it necessary to remind staff about the uniform policy?</i></p> <p>No.</p>	

A presentation was made to the clerk who is retiring at the end of this academic year. She was thanked for all her work with the school.

	Actions or decisions	Owner	Timescale

Date and time of next meetings:	To be confirmed
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