



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Teaching and Learning Committee Meeting
 held at the School on Wednesday 6 November 2019, at 5.30pm.

Attendees

Name	Initials	Attendance 07/11/18	Attendance 27/02/19	Attendance 12/06/19	Attendance 06/11/19
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Father Stephen France	FrSF	No	No	No	No
Alison Schulte	AS	Present	Present	Present	Present
Janis Denselow	JD	Present	Present	Apologies	Resigned
Jason Kosky	JK	Present	Present	Apologies	Not on cttee
Karen Moran	KM	Not in post	Not in post	Present	No
Fiona Dwinger	FD	Not in post	Not in post	Present	Present
Elected staff					
Della Freedman	DF	Present	Present	Present	Resigned
Matthew Booker (from Sept 2019)	MB	N/A	N/A	N/A	Apologies
Associate					
Mother Christine	MC	Present	Present	Present	Part of meeting
Lotis Bautista	LB	Not on Cttee	Not on Cttee	Not on Cttee	Present
Observer/adviser(s)					
Preeya Patel, DHT	PP	Apologies	Present	Present	Maternity Leave
Lauren Sutherland – interim DHT	LS	N/A	N/A	N/A	Part of meeting
Clerk					
Lynda Rees	Clerk	Present	Present	Present	Present

Part one - public

Item	Who	When
<p>1. Welcome, Opening Prayer and Apologies for Absence</p> <p>The Chair of GB (AS) welcomed everyone to the meeting and the opening prayer was conducted by Mother Christine. Apologies were given by Matt Booker which were accepted by the committee. The meeting began at 5.40 as one governor had sent a message reporting that she was delayed and the meeting was not quorate until she arrived .</p>		
<p>2. Declarations of Interest (relevant to items on this agenda)</p> <p>There were no declarations of interest for any items on this agenda.</p>		
<p>3. Appointment of Chair for this academic year</p> <p>AS nominated Fiona Dwinger as chair for this committee and Fiona had agreed to take on this role. MC seconded this nomination and all governors approved this appointment.</p> <p>AS agreed to take on the role of chair for this meeting to help FD in preparing for this role. The appointment of a Vice Chair will be made at a later meeting.</p> <p style="text-align: right;">Action AS</p>	AS	Next T&L



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4.	<p>Head teachers Briefing Report</p> <p>AS thanked HT and LS for all the documents that have been prepared for this meeting and appreciates that there is a lot of information for governors to read. AS reminded governors that documents should be read in advance and that they should come with questions to ask rather than having a detailed review at the meeting.</p> <p>HT briefly outlined the headline areas of his briefing report as the documents had been sent to all governors one week prior to the meeting and asked for any comments and questions on the documentation.</p> <p>a) Whole School Contextual Information</p> <p>The school currently has 190 pupils on roll which is a drop in the numbers, but the contextual information shows that the EAL (76%), FSM (24%) and PPG (28%) still remain in the higher percentile when compared with schools with similar characteristics.</p> <p>The school has a high number of vulnerable groups together with high mobility - 34/35%.</p> <p>A governor commented that PPG levels have generally reduced for schools – HT explained that there are fewer pupils that are eligible for the PPG funds – for example some parents do not have recourse to public funds.</p> <p>A governor commented on the admissions issue and the reduction in pupils looking for school places which is a Brent wide problem.</p> <p>AS stated that at the LA Brent Chairs’ meeting held on 29 October 2019 governors were informed that the primary school places across London have been reducing since 2017 but the GLA predicts that Reception class places will start to increase in the next few years.</p> <p>Governors agreed that the banners and flyers need to be circulated as soon as possible in the local community to market the school and the available school places.</p> <p>Governors suggested that the LDBS is contacted to see what strategies they could put in place to support the school and help with the vacant school places.</p> <p style="text-align: right;">Action HT</p> <p>b) Data Overview – Autumn 1</p> <p>LS tabled the data overview report from the Target Tracker system which gave an overview of the whole school progress and attainment and the strengths, priorities and actions for Years 2,4,6 and Reception.</p> <p>LS outlined to governors the current staffing context for each class;</p> <p>Year 6 – class teacher has sustained a serious injury requiring an operation . LS is teaching this class the core subjects in the mornings with a supply teacher covering for the afternoon sessions.</p> <p>Year 1 and Year 5 have NQT’s who have settled in well and Year 4 has an experienced teacher who is new to the school.</p> <p>Year 2 has a teacher who successfully completed their NQT year in July and Reception has an experienced EYFS teacher.</p>	HT	Asap
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Year 3 had a long term supply teacher, but this teacher has been released with a new supply teacher being recruited by the school.

LS explained to governors the content of the data overview report and how the key groups are tracked – with the attainment summary showing those that are on track (At Age Related Expectations), those working at GD , those below ARE and those pupils at risk.

LS asked governors if they had any questions on the data reports;

A governor asked why the Reception pupils are 23% on track when other year groups are at a higher percentage.

LS explained that these pupils are expected to meet **every** aspect of the EYFS curriculum .Some of these pupils did not attend the Christchurch Nursery and are getting used to the school system and procedures etc.

LS added that some of the nursery pupils have a lower level of PSED (Personal, Social, Emotional and Development) which is the umbrella term to identify a child's levels of self-confidence or self-awareness.

LS stated that the main focus for these pupils would be on managing their feelings and behaviour in the school setting.

A governor asked if progress is tracked for summer born pupils – LS explained that this feature is not tracked – the indicators for prior attainment or being at risk are the measures identified and tracked.

A governor asked about the EAL figure of 60% for this cohort – with LS explaining that this was primarily due to the pupils not understanding/speaking English.

A governor asked what strategies are put in place to help with the PSED issues – LS explained that there are KPI's put in place with key statements for the pupils. For example the Tapestry system will document the evidence of the pupils progress. HT added that the pupils displaying PSED issues are generally identified in 2 separate factors – how they are managing feelings and behaviour and how they are making relationships.

A governor asked about the baseline factors that are identified the first time the assessments are undertaken.

LS explained that when the pupils come into Reception, assessments are undertaken 6 times a year and reviewed via the pupil progress meetings that are held with class teacher during the year.

LS added that the target tracker system being used within the school is an ongoing assessment system and directs teachers to those pupils who are 'at risk' and individual targets are set.

A governor asked how the pupils who are SEND are identified – LS explained that the teachers will raise any concerns with the SENCO, Phase Leader or SLT member.

A governor asked about how the school captures the British values given the school has high levels of mobility and a diverse school population which includes many cultural groups.



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<p>LS explained that the parents are encouraged to attend the stay and play sessions where they can engage with the carousel system and PSED workshops are also held for parents.</p> <p>A governor asked whether LS could ask the EYFS teachers what the current barriers to learning are for the current pupils.</p> <p>LS will speak to the EYFS teachers and will feedback to governors at the next meeting.</p> <p style="text-align: right;">Action LS</p> <p>LS explained to governors that the reports now being produced by the Target Tracker system will show a change in the way the data is analysed during the year compared to previous data overview reports presented to governors. For example – the assessment category has changed from being ‘Above ARE’ to being ‘Significantly above ARE’ .</p> <p>Previously, we identified children working above Age Related Expectations as “Working at Greater Depth”. However, at the end of Key Stage points, our numbers do not reflect this. Therefore, for GD, we are looking at children not just above average, but significantly above (2 points). Therefore at this time of year, when not much of the curriculum has been covered, this GD figure will be low. However, GD children have been identified and are tracked at Pupil Progress meetings</p> <p>LS added that it is important for teachers to track pupils who are significantly above ARE and to be able to identify what this looks like.</p> <p>A governor asked why Autumn 1 data analysis reports would not have any pupils recorded as being Significantly above ARE- LS explained that teachers need to analyse how deeply the pupils can do the required elements of the curriculum and this will not be determined by Autumn 1 data reports.</p> <p>A governor asked why for Year 2 pupils – 25% of the cohort are in the At Risk category – LS explained that the class teacher has not covered the curriculum – so there would be pupils within the At Risk category at this stage – with the pupils being from the EAL, PPG and SEN support categories.</p> <p>MC left the meeting at 6.30pm</p> <p>LS explained that the current Year 4 and Year 6 classes received the extra funding from the Church Trust fund to help this year group catch up with the curriculum – which did enable additional support being provided to help these pupils.</p> <p>A governor asked if a report was produced on how successful this project was and whether a bid for further funding could be put in by the school.</p> <p>HT explained that the additional funding provided by the Trust fund – enabled the school to buy an additional supply teacher to focus on the defined project which resulted in gaps in learning being identified and giving the pupils the additional support to access the Year 4 curriculum requirements and the progress achieved was very good.</p>	<p style="text-align: center;">LS</p>	<p style="text-align: center;">Next T&L</p>
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<p>HT stated that he will prepare a report to show the impact of this funding on this defined project at the end of the academic year.</p>	<p>Action HT</p>	<p>HT</p>	<p>End of term</p>
<p>LS agreed to prepare a new proposal for a defined project that could be submitted to the PCC meeting on 27 November 2019 for a further bid to be considered.</p>	<p>Action LS</p>	<p>LS</p>	<p>27/11 /19</p>
<p>Governors asked that thanks be given to the Year 4 teacher – as the pupils in this year group have started the term well as outlined in the Autumn 1 data overview.</p>			
<p>HT added that the current Year 6 class were a high attaining group in KS1, but this has been affected by a large turnover in mobility – with a high proportion of the high achievers leaving over the years since KS1. The pupils replacing the high achievers have been in the lower attainment category.</p>			
<p>HT explained that for the last academic year – the current Year 3 pupils were supported by LS and the Maths lead (LB) for additional Maths and English support whilst the school supported the long term teacher with a support plan.</p>			
<p>This teacher left at October half term as the school could no longer continue with the support plan – given that her subject knowledge and pedagogy were still below the standard expected for Christchurch teachers.</p>			
<p>A governor asked about the Whole School Data report and why the on track to exceed ARE sections have nil percentages figures at this time – LS explained that the school have changed the criteria from last academic year so as to now capture and closely monitor the pupils for Greater depth.</p>			
<p>LS added that the focus is to develop teachers understanding for Greater Depth in Reading, Writing and Maths.</p>			
<p>A governor asked about what the maths curriculum would cover for pupils in the Nursery class – LS explained that this would generally cover songs and games that involve counting.</p>			
<p>Thanks were given to LS for the detailed reports and responses to questions that were raised by governors.</p>			
<p>Governors asked if the next meeting can have an update on Year groups 1,3 and 5.</p>	<p>Action HT/LS</p>	<p>HT/LS</p>	<p>Next T&L</p>
<p>LS left the meeting at 6.50pm</p>			
<p>HT continued with his briefing report and outlined the key points to note under the following sections;</p>			
<p>c) Pupil Attendance</p> <ul style="list-style-type: none"> The attendance figures are shown with and without the Reception pupils – as those pupils aged under 5 years are not legally required to attend 			



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school, with 94.5% without Reception pupils to compare against the school target of 96.5%

- The attendance figures are also affected by pupils who return late after their summer holiday and also those pupils who have accepted another school place – but are required to remain on the existing school register for up to 20 days

A governor asked whether there are national statistics which show how the school's attendance figures for pupils under 5 years of age compare with other schools – HT is not aware of these national figures being reported.

A governor commented on the Year 6 attendance being the highest across the Year groups – with HT adding that there is an improving picture across the school.

A governor asked who will be monitoring the attendance/absence figures once the SENCO leaves at Christmas – HT will do this task until the new appointment is in post.

d) Staffing/staffing attendance

- No changes to the staffing structure discussed at the GB in September
- Staff attendance good – except the Year 6 teacher's current absence due to a broken ankle requiring hospitalisation.

e) Safeguarding report

- There has been one internal exclusion this term but no external exclusions
- 1 Safeguarding/CP pupil and 1 CIN pupil
- Most teachers and TA's have undertaken the first aid training
- The on-site fire drill will take place during the second half of the Autumn term
- Daily H&S walk is undertaken by the Premises Manager
- H&S walk with governor took place in the Summer term
- All staff have had the Prevent training and all teaching staff have had E-safety training
- All staff have had Level 1 safeguarding training
- LS is attending the Advanced Safeguarding course on 7 November 2019

f) Single Central Record

AS informed governors that she had checked the SCR that day (6 November) and there are a few action points concerning DBS checks for new staff and new governor currently in progress.

AS added that the SCR is password protected and that a paper record is securely locked in a secure cabinet in the SBM's office.

g) SEF and SIP updates

- SEF has been reviewed and updated by SLT
- The RE curriculum coordinator is new in post and will review the action plan and vision and focus for the year
- The SIP is a working document and the action plan has the priorities under the 5 Ofsted groupings
- The action plans have been reviewed and populated by the curriculum leaders



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	<ul style="list-style-type: none"> The action plan has been reviewed by the LA School Improvement Specialist (Alison Loffler) – who suggested that the school context section includes the curriculum intent statement – which will be included by HT <p>A governor asked if the SIP will be RAG rated and will include the governor priorities – which was confirmed by HT.</p> <p>HT explained that the action plan is a working document –HT will update this document and present to the next T&L committee meeting. AS will monitor through regular meetings with HT</p> <p style="text-align: right;">Action /HT</p> <p>h) SIAMS curriculum update</p> <ul style="list-style-type: none"> The SIAMS Head teacher working group are due to meet before Christmas and further updates will be presented to the next T&L committee meeting <p style="text-align: right;">Action HT</p> <p>i) Raising Achievement of Black Caribbean Boys</p> <ul style="list-style-type: none"> This information has been provided in the data analysis reports presented by LS <p>j) SEN/Inclusion Progress Report</p> <ul style="list-style-type: none"> HT circulated a report prepared by the Inclusion Leader which shows the number of pupils on the SEN register and an outline of their individual needs The report included those pupils with EHCP funding and those in progress The report also shows the daily timetables and interventions that are run by the TA’s and the links to the pupil progress meetings <p>A governor asked for the definitions of the acronyms for special needs conditions listed in the report – which were explained by HT.</p> <p>A governor asked whether a future report could outline the progress made by pupils/impact of the interventions.</p> <p style="text-align: right;">Action HT</p> <p>A governor asked if the interventions impact on the teachers workloads – HT explained that the TA’s run the intervention sessions in the afternoons.</p> <p>A governor asked if a further T&L committee meeting could look at anonymised case studies that governors can review.</p> <p style="text-align: right;">Action HT</p> <p>k) Teaching and Learning Overview</p> <ul style="list-style-type: none"> HT explained that there have been 2 lesson observations undertaken for all classes – with the focus on behaviour and reading The reading observations looked at whether teachers are using the appropriate books and learning practices The areas for development – identified for a class teacher that has recently left to go overseas – an experienced supply teacher has been appointed to teach this class 	<p>HT AS</p> <p>HT</p> <p>HT</p> <p>HT</p>	<p>On going</p> <p>Next T&L</p>
5.	Review/Approve Terms of Reference		



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	<p>AS outlined the areas of the Terms of Reference document that she had updated recently.</p> <p>Governors had no questions on the updated TOR document and agreed to it being in place for this academic year.</p>		
6.	<p>Chairs Briefing</p> <p>a) Skills audit</p> <p>AS reminded governors to send their completed skills audit form to the clerk if they have not already done.</p> <p>Clerk agreed to send a reminder to all Governors for this to be completed prior to the FGB meeting on 4 December 2019. Action clerk</p> <p>b) Link roles and visits</p> <p>AS explained that there are some link governor roles that have not been allocated to governors – but these will be discussed at the FGB meeting on 4 December 2019.</p> <p>AS spoke about the recent training she had attended – the LDBS HTPM training held in September 2019 and the LA chair and Vice chair training session held on 29 October 2019.</p> <p>AS mentioned that the LA meeting on 29 October included a presentation by the DfE on the RSE requirements that will be introduced in September 2020.</p> <p>AS agreed to circulate the DfE presentation slides to all governors in advance of the FGB meeting on 4 December 2019 – the school will need to conduct a parental consultation process as part of this requirement. Action AS</p> <p>KM has recently undertaken training on Complaints through Best Brent – the Complaints t on 29 October 2019 and Safeguarding training on 30 October 2019.</p> <p>AS suggested that governors look at carrying out some learning walks in the spring term.</p> <p>AS reminded governors about the celebrations being organised by the school for the 103th anniversary of the school.</p> <p>HT gave a brief outline of the plans for the day – which is still a work in progress at this stage. The proposal is to have a worship session in the morning – which will be presided over by Bishop of Willesden with food being prepared to showcase the new catering facilities. The theme of the celebrations for the day will be a Victorian themed Christmas Fair – with each class having parent delegates that can be involved in the preparations for the day.</p> <p>HT stated that a meeting with the working group (HT, JK and KM) is taking place on Friday, where further details for the day will be discussed.</p> <p>A governor asked if there will be musical input on the day – HT confirmed the choir will be participating in the celebrations during the day.</p>	<p>Clerk</p> <p>AS</p>	<p>27/11</p> <p>27/11 to clerk</p>



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	<p>A governor asked if the finalised programme for the 130th celebration day can be sent to all governors.</p> <p style="text-align: right;">Action HT</p>	HT	
7.	<p>Minutes of the previous meeting held on 12 June 2019</p> <p>The minutes were reviewed, and governors agreed they were an accurate reflection of the meetings discussions and decisions taken and were formally signed by the interim chair for this meeting (AS).</p>		
8.	<p>Policy Review/Approval</p> <p>a) Performance Management/Appraisal Policy HT informed governors that this policy is an LDBS policy that includes both teachers and support staff. HT added that this policy was approved by governors last year and there have been no amendments required since it was last approved. Governors had no comments on this policy and approved the policy.</p> <p>b) Volunteer Policy HT stated that this policy was updated last year to include the safeguarding procedures to follow for volunteers and there have been no further changes required. Governors had no comments on this policy and approved the policy.</p> <p>c) Grievance Policy HT informed governors that there have been no changes to this policy since it was last approved by governors. Governors had no comments on this policy and approved the policy.</p> <p>d) Managing Sickness Absence Policy HT stated that this policy was updated last year and there are no further amendments to the policy for this year. Governors had no comments on this policy and approved the policy.</p> <p>e) Curriculum statement – for information HT explained that schools are required to place their curriculum statement on the school website – HT confirmed the updated statement has been circulated to governors for information and the latest version is on the schools website.</p> <p>Governors discussed the process for the circulation and review of policies suggested when policies are circulated prior to the meetings – that the policies are indexed to inform governors whether there are minor/major changes/ a new policy (requiring a detailed review) or no changes for the previous year. Governors suggested that any amendments for the updated policies are highlighted for ease of reference for governors when reviewing the policies for approval.</p> <p style="text-align: right;">Action HT</p>	HT	



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9.	<p>Matters Arising from Minutes of 12 June 2019 (non- confidential)</p> <p>HT spoke about the action point raised at the last committee meeting – for the school to contact the LA Admissions manager to ensure that the vacant pupil places are accurately reflected in the LA system.</p> <p>HT stated that the office staff are constantly in contact with the LA Admissions team and check the SAMS system for potential pupils and updates. He believes that due to the school being so proactive on filling the vacant places – the LA seem to be better organised in sending prospective pupils to the school.</p> <p>AS stated that she spoke to John Galligan at LA to express her concern on behalf of the school in the way the vacant pupil places are being filled by the LA – especially when parents have contacted the LA to enquire about Christchurch school, but priority seems to be given to other primary schools in the borough.</p> <p>AS stated that John Galligan suggested that the HT writes to him to outline his concerns and he will look into this issue.</p> <p style="text-align: right;">Action HT</p>	HT	asap
10.	<p>AOB</p> <p>No matters were discussed under this agenda item.</p>		
11.	<p>Date and time of next meeting</p> <p>Wednesday 26 February 2020 at 5.30pm</p>		
The public meeting closed at 7.55pm			
12.	<p>Part Two – Confidential</p> <p>No matters were raised under this agenda item.</p>		

APPROVAL OF MINUTES BY THE CHAIR OF THE PERFORMANCE COMMITTEE

These minutes are an accurate representation of the Teaching and Learning Committee meeting which took place on Wednesday 6 November 2019, at Christchurch (Brondesbury) Church of England Primary school at 5.30pm.

Signed..... Date.....

Chair of the Performance Committee
 Christ Church (Brondesbury) Church of England Primary School