



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Full Meeting of the Board held at the School, 140 Willesden Lane, London, NW6 7TE
 on Monday 2 October 2017, at 5.30pm.

AGENDA ITEM	ACTION POINT	BY WHOM	DATE
5	AS will personalise the NGA document for Christ church school.	AS/clerk	FGB Dec17
6 i)	AS tabled the confidential list containing the GB personal details and asked all governors to note any amendments and give back to the clerk to update. Action - clerk	clerk	asap
6 ii)	AS has recently received the resignation (due to personal commitments) from Louise Cullinane as staff governor. HT will organise a staff election to fill this vacancy in due course. Action - HT	HT	asap
6 iii)	AS agreed to write to Louise to thank her on behalf of the GB for all her hard work and commitment during her time as a member of the governing body. Action - AS	AS	asap
8	HT will contact Robert Singh for some available dates for the H/T PM meeting and will forward these to AS and RG. Action - HT	HT	asap
9i)	AS requested that governors review the nursery provision at the next GB meeting.	HT	FGB Dec 17
9ii)	AS will set up a noticeboard in church with FrSF.	AS/FrSF	
9 iii)	JD asked whether the old website could be deleted to ensure any users of the website are accessing the latest one. Action - HT will look into this request	HT	Nov 17
9 iv)	HT and FrSF will review the SIAMs report and will include a paragraph in the updated SEF document. Action HT/FrSF	HT/FrSF	Next FGB
9 v)	HT agreed the wording will be changed to include Senior leaders in the summary evaluation section. Action - HT	HT	Nov 17
9 vi)	AS asked if an impact style paragraph could be included in the SEF which outlines that regular and rigorous monitoring of teaching overtime has had a positive impact. Action HT will review.	HT	Nov 17
9 vii)	AS asked all governors to review the SEF document and forward any further amendments to HT. Action – all governors	All governors	asap
9 viii)	AS has noted governor's comments (see Appendix 1) whilst reviewing the SEF and will include in the first draft for the governor's development plan.	AS	Nov 17



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	Action - AS		
9xi)	Governors will be notified when the hand over days are set so that they can be a presence in the playground and be around to support if they wish on these days. Action - HT	HT	By half term
9x)	HT will send the INSET timetable to all governors if they wish to attend any sessions. Action - HT	HT	asap
9 xi)	FrSF asked whether the data outcomes can be linked back to the SEF – for example – “the destination reader has shown to be effective because.....” HT will look at the outcomes data and look how this can be linked to the SEF. Action HT	HT	FGB Dec 17
9c)	AS asked all governors to look at the content of the PPG report on the school website. Action – all governors	All governors	asap
10 a)	AS would like to suggest that a meeting is scheduled to progress with drafting the governors’ strategic plan and all governors are welcome to attend this meeting. As will circulate some suggested dates for this meeting. Action AS	AS	asap
10 b)	AS asked all governors to update the link governor document that had been circulated prior to the meeting. Governors were asked to forward any amendments to this document to the clerk who would do the required changes. Action - clerk	Clerk	asap
10c)	AS stated that the governors training log is still pending and the clerk offered to co-ordinate this task. All governors were asked to forward any recent training courses attended or on-line training undertaken to the clerk so this training log could be produced. Action – all governors/clerk	All governors	asap
12	AS added that she had seen the minutes from the 6 June 2017 Performance committee meeting and as DO is not in attendance – this update can be covered in matters arising at the next GB meeting. Action – clerk to note AS asked governors if they wished to ask JK any updates from the Resources committee meeting held on 17 May 2017 – the updates from these minutes can also be included under matters arising at the next meeting. Action – clerk to note	Clerk	Next meeting