



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.

Attendees

Name	Initials	Attendance 02/10/17	Attendance	Attendance	Attendance
Governors					
Headteacher (1)					
Joy Donaldson (head teacher), ex officio	HT	Present			
Foundation ex officio (1)					
Father Stephen France	Fr SF	Present			
Foundation PCC (2)					
Jason Kosky (Vice Chair)	JK	Present			
Alison Schulte(Chair)	AS	Present			
Foundation Deanery Synod (1)					
Robert Grover	RG	Present			
Dessy Ohanians	DO	Apologies			
Foundation LDBS (2)					
Keith Le Bihan	KLB	Present			
Lotis Bautista	LB	Present			
LA (1)					
Janis Denselow	JD	Present			
Elected parents (2)					
Vacancy					
Julie Harris	JH	Present			
Elected staff (1)					
Vacancy					
Associate members (3)					
Ben Catling	BC	Present			
Katie Tiller	KT	Apologies			
Observer/advisers					
Preeya Patel, Deputy Headteacher	DHT	Present			
Ruby Tasheira, School Business Manager (SBM)	SBM	Present			
Clerk					
Lynda Rees	Clerk	Present			

Part one - public

Item		Who	When
1.	Welcome, Opening Prayer and Apologies for Absence The chair welcomed everyone to the first GB meeting of the academic year. The chair also introduced the new clerk to all governors – the formal appointment process for the clerk will be covered under agenda Item No.4.		



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	<p>The meeting commenced with an opening prayer from Father Stephen France.</p> <p>Apologies were received from Dessy Ohanians and Kate Tiller which had been notified to the clerk prior to the meeting. These apologies were accepted by all in attendance at the meeting.</p>		
2.	<p>Declarations of Interest (relevant to items on this agenda)</p> <p>There were no declarations of interest for any items on this agenda. All governors were asked to complete the annual declarations of interest forms that will be used to update the declarations of interest register held by the school.</p>		
3.	<p>Election of Chair and Vice chair for 2017/18</p> <p>Governors were asked to put forward their nominations for the chair and vice chair posts prior to the GB meeting. The current chair and vice chair were happy to stand for re-election and as there were no other nominations – governors were asked to vote on these 2 proposals. Father Stephen France nominated Alison Schulte for the role of chair which was seconded by Janis Denselow. All governors unanimously agreed to this appointment.</p> <p>For the role of vice chair, Father Stephen France nominated Jason Kosky which was seconded by Keith Le Bihan. All governors unanimously agreed to this appointment.</p> <p>AS thanked all governors for their support and commitment during her first year as Chair of Governors, and looked forward to working with everyone as they continue building upon the effective governance roles and responsibilities for Christchurch school.</p>		
4.	<p>Appointment of clerk for 2017/18</p> <p>The clerk was asked to leave the room whilst governors discussed the appointment for the role of clerk. (Clerk remained outside the meeting from 5.40 to 5.50pm whilst governors discussed the appointment). The clerk was invited to re-join the meeting and the appointment was agreed on an interim basis and will be reviewed at the end of the autumn term.</p> <p>Minutes taken by FrSF in the absence of the clerk;</p> <p>AS informed governors that the previous clerk (MT) had tendered his resignation with a view to not returning in September 2017 if a replacement clerk could be found.</p> <p>Lynda Rees was approached as a potential candidate (3 references were sought and received in glowing terms) and was interviewed at the end of the summer term by AS and JK.</p> <p>Lynda has been appointed on a service level contract to undertake the clerking duties for FGB and other subcommittees and the Pay</p>		



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	<p>committee(s) with cover arrangements in place. The contract includes a 14-day turnaround for the minutes with an action point list. The Chairs of Committees, will monitor this.</p>		
5.	<p>Code of Conduct</p> <p>AS asked for the Code of Conduct to be included as a standing item for each meeting. AS spoke about the updated NGA Code of Conduct that had been circulated to governors prior to the meeting. AS recommended to governors that the updated Code of Conduct be adopted by the GB. RG confirmed that the code of conduct covers the ethos and responsibilities of the school. AS added that it is important that governors also market the school to the outside community and to always speak about the school in the most positive way. AS stated that governors need to be respectful of the school's day to day operations. HT reminded governors that any operational matters fall within her domain and she will inform all parents of this process and deal with any issues that arise. AS commented that the updated code of conduct issued by the NGA has given more depth on what confidentiality and commitment should mean for governors- for example, keeping documents confidential outside of the meetings and for confidentiality to be maintained if governors resign from the GB. AS added that the NGA document will be personalised for Christ Church school. Action AS/Clerk RG asked whether this Code of Conduct could be included in an induction pack for any new governors. This was agreed. All governors agreed that the NGA 2017 Code of Conduct be adopted for use by Christchurch Primary GB.</p>	AS /clerk	By next FGB
6.	<p>Governing Body membership, vacancies, and DBS updates</p> <p>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 and re-issue. Action - clerk RT explained to governors the process for the updating service that is used by the school – this allows for the DBS to be automatically applied for renewal before the expiry date. AS stated that the GB has a parent governor vacancy and an associate member vacancy.</p> <p>ii) AS has recently received the resignation (due to personal commitments) from Louise Cullinane as staff governor. HT will organise a staff election</p>	Clerk	asap



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<p>iii)</p>	<p>to fill this vacancy in due course. Action - HT</p> <p>AS stated that at the last GB meeting KT's 4-year term of office as Associate Member was agreed but as BC was absent – this needs to be approved at this GB meeting. BC agreed to commit to a 4-year term of office for his Associate Member role and all governors approved this appointment. 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</p>	<p>HT</p> <p>AS</p>	<p>asap</p> <p>asap</p>
<p>7.</p>	<p>Committee and working group membership</p> <p>All governors agreed to remain on the same committees as last academic year apart from the following changes;</p> <ul style="list-style-type: none"> • With Louise's departure from the GB – the new staff governor (once appointed) will be a member of the Performance Committee • LB agreed to report back to the Resources Performance Committee (rather than the Performance Committee) as her work on the CFC group's action plan will sit better under this committee. • HT suggested that Preeya should attend the performance committee in her role as Deputy Head teacher <p>Pay committee membership</p> <p>It was agreed that membership of the Pay committee would be AS, JK, FrSF and JD. AS reminded all committee members of the date of the Pay committee meeting (31 October 2017). KLB asked whether the number of committees would result in a large number of meetings being held by the GB. Governors discussed the number of meetings and type of meetings being held and agreed that the Strategic Committee would be discontinued – as these were meetings to plan the Agendas for the forthcoming meetings and included a small number of the GB membership. Governors agreed that their role is strategic and not operational and that the clerk will work with the Chairs of committees and Head Teacher to plan the agendas for the GB and sub-committee meetings. AS believes the preparation time would be better spent by all governors looking at the SEF, identifying the priorities for the school and setting the governor's action plan for the year to monitor and support these. AS proposed that there could be a strategic planning session each term to focus on governance and that this would be open to all members of the</p>		



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	Governing Board.		
8.	<p>Confirm arrangements for HT Performance Management</p> <p>HT confirmed that Robert Singh would be the external adviser who would be attending the meeting for the Head Teacher’s Performance review.</p> <p>HT will contact Robert Singh for some available dates and will forward these to AS and RG.</p> <p style="text-align: right;">Action HT</p>	HT	asap
9.	<p>Head teachers briefing report</p> <p style="padding-left: 40px;">a) SEF with whole school outcomes and data summary and SEF priorities</p> <p>HT mentioned that the SEF had been circulated prior to the meeting and asked governors for questions or clarifications from the SEF document.</p> <p>Page 2 -JK asked whether the number on roll increasing by 4 pupils was a direct impact from the marketing initiative undertaken by the school or from families moving into the area.</p> <p>HT stated that for the nursery- the number on roll is better than previous years, other schools are also struggling to fill their nursery places.</p> <p>AS confirmed that other schools are finding it difficult to fill their nursery places, but HT believes that the recent advert has helped to show the positive, caring ethos of the school.</p> <p>RT confirmed that the school has 23 pupils in the morning session for the nursery with 4 children staying on in the afternoon – but will need to look at trying to fill more afternoon places.</p> <p>KLB asked for the maximum numbers for the afternoon nursery sessions, with RT confirming the number being 24 places.</p> <p>HT proposes these places could be utilised by mother and toddler drop in sessions being held twice a week. HT and EYFS lead are working with Louise Cullinane to try and look at ways to increase the pupil numbers for the afternoon nursery sessions.</p> <p>JDen suggested that the school look at the Mum’snet facility and the NCT group which may have initiatives for ways to fill the vacant places in the nursery.</p> <p>LB asked about the 13 pupils that left the school and the main reasons for their departure.</p> <p>RT stated that families were relocated outside of the school area due to housing changes and moving from temporary housing accommodation.</p> <p>HT also stated that the reduction in numbers was due to changes by the transient population within the school community.</p> <p>KLB asked about the changing composition of the ethnic groups within the school and how the school are adjusting to their needs as best they can.</p>		



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	<p>HT stated that the school community has seen an increase in Arabic speaking parents and the school has been proactive in identifying how best to support these pupils by making links with the Arabic group resource at Salusbury World (based at Salusbury Primary school). HT has also recently appointed a teaching assistant who is Arabic speaking, and will look at the option of running EAL classes at the school. AS requested that governors review the nursery provision at the next GB meeting. Action HT</p> <p>KLB suggested this is reviewed earlier – to establish whether the pupil numbers/funding is on track.</p> <p>RT stated that there has been a positive start for the nursery provision, the pamphlets have helped advertise the facility – but more needs to be done to bring in more pupils.</p> <p>i) Governors suggested having a new banner at the front of the school and the possibility of having a noticeboard in the church to showcase the school. Action: AS will set up notice board in church with FrSF 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</p> <p>ii) Fr SF asked whether on page 4 – under the Ofsted paragraph – the outstanding SIAMS outcome could be included. He added that an area of development could focus on the Christian nature of the school.</p> <p>iii) Action HT and FrSF will review the SIAMS report and will include a paragraph in the updated SEF document.</p> <p>iv) LB asked about the lower number of families that are income dependent with HT confirming that this has resulted in the school receiving less funding for the Pupil Premium grant due to the changes in the benefit system. RG asked about the school’s values being changed each half term, with HT explaining that the focus on the 10 core values are changed each half term not the values themselves</p> <p>LB stated that the SEF refers to improving the leadership and management of middle leaders and whether this should also include senior leaders. HT agreed the wording will be changed to include Senior leaders in the summary evaluation section. Action – HT AS asked if an impact style paragraph could be included in the SEF which outlines that regular and rigorous monitoring of teaching over time has had a positive impact. Action HT will review.</p> <p>v) AS asked all governors to review the SEF document and forward any further amendments to HT. Action – all governors</p> <p>vi) 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. Action - AS</p>	<p>HT</p> <p>AS./FrSF</p> <p>HT</p> <p>HT/FrSF</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p>	<p>FGB Dec 17</p> <p>Nov 17</p> <p>FGB Dec 17</p> <p>Nov 17</p> <p>Nov 17</p> <p>Nov 17</p>
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<p>vii)</p> <p>viii)</p> <p>xi)</p> <p>x)</p>	<p>KLB asked about the prevent training – with HT reminding all governors to complete the on-line training session – the email having been sent to all governors recently. The completed certificates are to be sent to the school. Action – all governors were asked to complete this training session before next GB meeting.</p> <p>HT informed governors that there will be hand over days scheduled for the new head teacher (James Kelly) and she is in the process of finalising the content for these days with James. Governors will be notified when these are set so that they can be a presence in the playground and be around to support if they wish on these days.</p> <p style="text-align: right;">Action HT</p> <p>AS asked about the paragraph on Page 8 which mentions the development of growth mind-set – with HT stating that the school would be looking to develop an ‘I can’ mind-set across the school.</p> <p>HT mentioned that an NQT at the school has completed a module on growth mindsets as part of his MA accreditation and will be leading a session on the (20th October) INSET training day.</p> <p>HT will send the INSET timetable to all governors if they wish to attend any sessions.</p> <p style="text-align: right;">Action HT</p> <p>LB stated that it was pleasing to see that 88% of children transferred from nursery to the reception class but asked whether the 12% who did not was due to mobility factors. RT confirmed this was due to mobility HT confirmed that two children transferred to a special school due to their high level of needs.</p> <p>FrSF thanked HT for the very clear and helpful SEF document that had been prepared and shared with governors.</p> <p>HT added that it is important that everyone takes ownership of the SEF and knows the content and development points.</p> <p>Due to RG leaving early – it was agreed to move to Agenda Item No 11 at this point.</p>	<p>All Govs</p> <p>AS</p> <p>All Govs</p> <p>HT</p> <p>HT</p>	<p>asap</p> <p>Nov 17</p> <p>By FGB Dec ‘17</p> <p>By half term</p> <p>asap</p>
<p>11.</p>	<p>a) Statutory policy review cycle</p> <p>RG spoke about the exercise he had undertaken on the review of policies within the school. He stated that the HT and SBM have all the policies but are in the process of streamlining the tracking and reviewing system so that it is clear who approves them and how often. He liked the link on the main summary spreadsheet that can take the user to the actual policy document. He mentioned that there are several policies that are a statutory requirement although not all the policies require to be reviewed on an annual basis. His review will also identify the legal</p>		



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	<p>minimum requirement for review of each policy and the standard good practice. The review of the LA audit also recommended the financial policies that are expected to be available within a school and the frequency of review. His policy schedule will include both the Ofsted and audit requirements which can link to the calendar for the GB and subcommittees for policies to review.</p> <p>AS thanked RG and RT for the work they had undertaken on the draft document and governors looked forward to seeing the final version in due course</p> <p>JD asked about including the Appraisal policy – with RG confirming that there are still additional policies to add to the schedule and it is currently a work in progress.</p> <p>RG and JH left the meeting at 6.50pm</p>		
<p>9.</p> <p>xi)</p>	<p>Data summary report – standards & performance targets and July 2017 results</p> <p>HT gave a brief summary on the data sheet that had been circulated prior to the meeting.</p> <p>HT spoke about the colour coding for the data summary report – with page 1 Year 6 floor standards (pink highlighted figures) which includes the 3 pupils who will be disapplied, (the school awaiting confirmation on this).</p> <p>AS asked if the maths papers that were remarked had changed outcomes with HT confirming there had been no change in marks for these.</p> <p>HT stated that the picture is really positive from the EYFS data – with the focus having been on writing and fine motor skills.</p> <p>HT drew governors’ attention to the chart at the top of page 2 where the green highlighted sections identified the improvements from previous year or where the figures were at 100%.</p> <p>HT highlighted some examples for the improvements that had been made as follows;</p> <p>Reading – low group (expected) 50% for 2017 compared to 0% for 2016 Reading – high group (high) 83% for 2017 compared to 60% for 2016 Maths – middle group (expected) has gone down – this is starting to improve.</p> <p>HT stated that she is still looking at the figures for the GPS for the Low category.</p> <p>AS remarked that the charts show the impact of interventions very clearly.</p> <p>FrSF asked whether the data outcomes can be linked back to the SEF – for example – “the destination reader has shown to be effective because.....”</p> <p>HT will look at the outcomes data and look how this can be linked to the SEF.</p> <p style="text-align: right;">Action HT</p> <p>HT explained that Page 4 of the summary data report will be used for</p>	<p>HT</p>	<p>FGB</p>



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	<p>staff planning and for setting the performance management targets and will be looking closely at vulnerable groups.</p> <p>AS asked whether senior leaders ask the class teachers about the figures (targets v outcomes) with HT confirming that discussions occur at pupil progress meetings.</p> <p>AS thanked HT, PP, and RT for a very comprehensive piece of work.</p>		Dec 17
9.	<p>c) Pupil Premium</p> <p>HT reminded governors that the Pupil Premium reports are on the school website.</p> <p>BC informed governors that he has met with HT to look at the content of the Pupil Premium report and has looked at the PPG expenditure. The PPG report includes the expenditure for each initiative and the progress/success for each of the initiatives. He would also like to do further analysis of the data with some benchmarking exercises and the outcomes within the reports for PPG verses non- PPG pupils.</p> <p>AS asked all governors to look at the content of the PPG report on the school website.</p> <p style="text-align: right;">Action – all governors.</p>	All govs	asap
10.	<p>a) Governors Development Plan</p> <p>AS spoke to governors about the bullet points she had been noting whilst the review of the SDP was being undertaken (under Agenda item number 9a).</p> <p>The objective is to collate these bullet points for inclusion in the governors’ development plan that would link into and support the SDP.</p> <p>AS added that marketing and raising the profile of the school is an important element to include under the governor’s development plan.</p> <p>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.</p> <p>AS will circulate some suggested dates for this meeting.</p> <p style="text-align: right;">Action AS</p>	AS	asap
10.	<p>b) Link governor roles</p> <p>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.</p> <p style="text-align: right;">Action - clerk</p>	clerk	asap
10.	<p>c) Governors Skills Audit and Training log</p> <p>AS informed governors that she will scan and send the completed skills audit forms back to governors along with a blank template – if governors wish to update their original form.</p>		



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	<p>Governors discussed the process that needs to be followed when governors wish to go on any training courses. All governors were reminded that any courses need to be approved by RT before the place on the course can be confirmed.</p> <p>AS asked all governors to copy her into any training requests they submit to RT.</p> <p>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.</p> <p style="text-align: center;">Action – all governors/clerk</p>	All gobs Clerk	asap
11.	Policy review/approval		
a)	<p>Statutory policy review cycle</p> <p>AS spoke about RG’s feedback earlier in the meeting for this agenda item.</p> <p>LB spoke about the LDBS website being more navigable and she has been invited to attend an open day for the marketing/publicity for the school website. LB added that the contact at the LDBS (Valentina) is leaving and she is unclear when the school would need to sign up with Primary site. RT confirmed that the school existing agreement with primary site has been rolled over, but the new Head teacher may want to consider website provision at a later stage.</p> <p>HT thanked LB for all the hard work she had undertaken and the action plan that she had produced.</p>		
b)	<p>2017/18 LA Financial Regulations and Scheme for Financing Schools</p> <p>Governors agreed to adopt these statutory documents.</p>		
c)	<p>Pay Policy</p> <p>RT outlined to governors the main changes that were in the 2017 Pay Policy document that had been updated by the LA HR section.</p> <p>RT explained that before the Pay Policy can be approved – governors are required to choose between 2 options for the main pay scale pay award. This is for teachers on the main pay scale (scale points M1 to M6) – with Option A giving 2% pay award for all scale points between M1 and M6 and Option B giving the 2% only to points M1 and M6 (with the other points for M2 to M5 receiving 1%).</p> <p>RT added that the unions fully endorsed Option A and the school may run the risk of having problems with teacher recruitment and retention if Option B was selected.</p> <p>FrSF added that Option A represents a better pay award than those given in previous years with JD stating that for the past 7 years the teacher’s pay award has not been in line with inflation.</p> <p>HT referred to page 4 of the pay Policy document that spoke about</p>		



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	<p>schools supporting the living wage but not specifically the London Living wage which she outlined is a difference in the salary TA/LSA's take home. LB added that she also supported the payment of the London living wage.</p> <p>RT added that the under the LDBS criteria for C of E schools – should be paying the London living wage.</p> <p>LB added that the difference would amount to a difference between £19k to £16k per staff member (term time only).</p> <p>HT stated that this would have a significant impact on the budget with KLB recommending that the Resources Committee look at the figures before a commitment can be made by the GB to support the payment of the London living wage.</p> <p>JD believes the London living wage and the pay award should be decided upon at the same time – but RT reminded governors that the teacher's pay awards are determined by 31 October, backdated to 1st September with support staff pay awards being made from April each year.</p>		
	<p>KLB believes that the Resources Committee will need to scrutinise the figures and the impact of approving the London living wage in more detail and all scenarios will be considered.</p> <p>Governors voted and unanimously approved the Pay Policy and approved Option A for the pay award.</p>		
d)	<p>Safeguarding and Child Protection Policy</p> <p>HT confirmed that the final version circulated to governors had been seen by the LDBS and the LA for checking and feedback.</p> <p>This policy is on the safeguarding noticeboard and the appendices are in the staffroom.</p> <p>All governors approved the final version of this policy for review in September 2018.</p>		
e)	<p>E-safety policy</p> <p>HT stated that the latest version of this policy is based on a model policy adopted from the Lgfl website which includes the latest updates recommended by Lgfl. She stated that she has not highlighted the changes, but the latest version is more in depth.</p> <p>All governors approved the latest version of this policy.</p> <p>LB left the meeting at 7.30pm</p>		
f)	<p>Preventing Radicalisation and statement (for website)</p> <p>AS stated that all governors should be aware of and agree with the statement - with all governors approving the statement.</p>		
g)	<p>Whistleblowing Policy</p>		



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	All governors approved the Whistleblowing policy.		
h)	<p>Safer recruitment</p> <p>HT stated that the school has adopted the LA policy. AS attended the LA Safer Recruitment training course in the summer term and successfully gained her certification All governors approved the safer recruitment policy.</p>		
i)	<p>Acceptable use Policy</p> <p>All governors in attendance signed the Acceptable Use policy.</p>		
j)	<p>Positive Handling Policy</p> <p>HT informed governors that the school has a pupil that may need to be lifted to prevent them from harm. It is important that pupils and staff are safeguarded at all times. HT added that the positive handling policy is currently a working document and governors approved it as a working document. KLB asked whether staff will need to have any formal training, HT confirmed that she is looking at the training courses being run by The Village school and external agencies and is looking to do the training as part of an inset day.</p>		
k.	<p>Maternity and Family Friendly Policies</p> <p>RT informed governors that these policies replace the previous maternity, paternity, adoption policies that have now been coordinated under one group of policies. RT stated that the changes have been made to the “Keeping in touch” days – where actual hours worked are claimed rather than a standard day – regardless of hours worked. All governors approved the policy.</p>		
12.	<p>Minutes of previous FGB and EGB meetings</p> <p>The following minutes had been circulated to governors prior to the meeting</p> <ul style="list-style-type: none"> • GB meeting held on 22 March 2017 • Extraordinary meeting held on 5 April 2017 • Extraordinary meeting of the board held on 24 May 2017 • GB meeting held on 19 June 2017 • GB meeting held on 12 July 2017 <p>AS informed governors that the draft minutes for all the above listed meetings have been reviewed and updated by herself as the Chair and HT in recent weeks. AS stated that she spent many hours reviewing and updating these</p>		



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	<p>minutes and believes they are an accurate record of the discussions and action points that came out of these meetings. All governors approved the minutes for these meetings which were then signed by the chair (AS).</p> <p>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</p> <p>AS asked governors if they wished to ask JK for 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</p>	<p>Clerk</p> <p>clerk</p>	<p>Next meeting</p> <p>Next meeting</p>
<p>13.</p>	<p>Matters arising from the minutes (see above) – Non- confidential</p> <p>FrSF gave governors an update on the Clarence road property. He stated that it was hoped that the transfer documents could be signed soon but the chain has broken down on 2 occasions. The surveyor will contact the purchaser next week and if they are unable to proceed will then move to the next bidder.</p> <p>FrSF added that the offer from the next bidder is £175k less than the mortgage option but there are 2 keen buyers, so he is hopeful that completion can be made in the near future.</p> <p>AS informed governors that the backlog of the minutes from previous meetings, due to previously reported clerking issues had resulted in many additional hours of work as the amendments to the original minutes had not been made by the previous clerk.</p> <p>All governors thanked the chair on the excellent work she has done on updating and circulating the minutes in time for this GB meeting.</p>		
<p>14.</p>	<p>Dates and times of next meetings for academic year</p> <p>AS stated that the times and dates for the GB and sub committees has been circulated with the FGB papers for this meeting.</p> <p>All governors were asked to check their availability for these meetings and to notify the chair of the committee/clerk of any meetings they are unable to attend. AS reminded governors that it is essential that all meetings are quorate to enable the work of the GB to be conducted effectively.</p> <p>AS mentioned that the 2015-16 attendance register has been circulated again for final checking prior to the meeting but the 2016-17 register has not been forwarded as yet by the previous clerk. Governors were asked to review the accuracy of the 2015-16 register as previously minuted</p>		



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	amendments were found not to have been made.		
15.	AOB No further matters were raised at the meeting. PP and FrSF left at 7.50pm and were thanked for attending the meeting.		
	The public meeting closed at 7.50pm		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Monday 2 October 2017 at Christchurch (Brondesbury) Church of England Primary school at 5.30pm.

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

Alison Schulte
Chair of the GB
Christ Church (Brondesbury) Church of England Primary School