



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 Wednesday 6 December 2017, at 5.30pm.

### Attendees

Name	Initials	Attendance 02/10/17	Attendance 06/12/17	Attendance	Attendance
<b>Governors</b>					
<b>Headteacher (1)</b>					
Joy Donaldson (head teacher), ex officio	HT	Present	Present		
<b>Foundation ex officio (1)</b>					
Father Stephen France	Fr SF	Present	Apologies		
<b>Foundation PCC (2)</b>					
Jason Kosky (Vice Chair)	JK	Present	Apologies		
Alison Schulte(Chair)	AS	Present	Present		
<b>Foundation Deanery Synod (1)</b>					
Robert Grover	RG	Present	Present		
Dessy Ohanians	DO	Apologies	Present		
<b>Foundation LDBS (2)</b>					
Keith Le Bihan	KLB	Present	Present		
Lotis Bautista	LB	Present	Apologies		
<b>LA (1)</b>					
Janis Denselow	JD	Present	Present		
<b>Elected parents (2)</b>					
Vacancy					
Julie Harris	JH	Present	Present		
<b>Elected staff (1)</b>					
Della Freedman	DF	N/A	Present		
<b>Associate members (3)</b>					
Ben Catling	BC	Present	Present		
Katie Tiller	KT	Apologies	Absent No apologies		
<b>Observer/advisers</b>					
Preeya Patel, Deputy Headteacher	DHT	Present	Present		
Ruby Tasheira, School Business Manager (SBM)	RT	Present	Present		
<b>Clerk</b>					
Lynda Rees	Clerk	Present	Present		

### Part one - public

Item		Who	When
1.	<b>Welcome, Opening Prayer and Apologies for Absence</b> The chair welcomed everyone to this GB meeting and the new staff governor to her first GB meeting – the formal appointment process for the new staff governor will be covered under agenda Item No. 4		



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	<p>James Kelly – the substantive Head teacher from January 2018 was also in attendance as an observer.</p> <p>The meeting commenced with an opening prayer from Alison Schulte.</p> <p>Apologies were received from Lotis Bautista, Jason Kosky, and Father Stephen France which had been notified to the clerk prior to the meeting. These apologies were accepted by all in attendance at the meeting.</p> <p>AS agreed to contact Katie Tiller to ascertain whether she is able to attend the earlier start times for the school committee meetings which are now at the earlier time of 5.30pm. Katie had not sent apologies. <b>Action AS</b></p>	AS	asap
2.	<p><b>Declarations of Interest (relevant to items on this agenda)</b></p> <p>There were no declarations of interest for any items on this agenda.</p>		
3.	<p><b>Governors membership, contact list and Attendance Register (2016/17)</b></p> <p>AS asked all governors to check the details included in the documents circulated with the paperwork for this GB meeting and the final version of the governors contact list, membership details and attendance register which will be finalised for circulation in January 2018.</p> <p>Governors were asked to email the clerk any amendments that are still required. <b>Action – all governors</b></p>	All Govs	ASAP
4.	<p><b>Appointment of new Staff Governor (DF)</b></p> <p>AS welcomed Della Freedman to her first GB meeting as the new staff governor.</p> <p>AS agreed to organise and induction pack and access to the Governor Zone on the school website. <b>Action AS</b></p>	AS	Jan 2018
5.	<p><b>Governors Code of Conduct &amp; Updated Terms of Reference (TOR) for Committees</b></p> <p>AS stated that she had updated the Performance Committee Terms of Reference following the meeting held on 16 October 2017. The updated document has been circulated with the paperwork for this GB meeting. The TOR updated document for the Resources committee is still an outstanding action point. <b>Action JK</b></p> <p>AS has personalised the NGA 2017 Code of Conduct (which had been circulated at the last GB) for Christchurch GB and has uploaded the document in the Governors Zone.</p>	JK	Asap
6.	<p><b>Minutes of previous FGB meeting held on 2 October 2017</b></p> <p>The minutes were reviewed, and governors agreed they were an accurate reflection of the meeting, discussions and decisions taken and were formally signed by the chair.</p> <p>AS asked governors about their preferred format for the way their questions are shown within the minutes. The questions can be either by governor</p>		



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	<p>initials or by generalising the questions being asked.          Governors preferred the format for the initials being shown – so that they can identify the action points relevant to them and can check their comments are accurately recorded in the minutes.          The clerk agreed to highlight the whole question and not just the initials for future minutes.</p>		
7.	<p><b>Matters arising from FGB meeting held on 2 October 2017</b></p> <ul style="list-style-type: none"> <li>a) NGA code of conduct – action has been completed</li> <li>b) Governors Confidential list – an agenda item</li> <li>c) New staff governor has been appointed and welcomed at this FGB</li> <li>d) AS has written to Louise to thank her for her role as staff governor</li> <li>e) The HTPM review was held on 5/12/17 and was attended by Robert Singh</li> <li>f) The nursery provision was discussed at the Resources committee on 1/11/17 and is an agenda item</li> <li>g) AS will speak to FrSF about setting up a noticeboard in church for the school – action point outstanding. <b>Action AS</b></li> <li>h) HT has spoken to Anna (IT technician) who has stated that the old website had been set up through the Church website and will need the parish council to organise its removal. AS will ask the parish council to organise this request. <b>Action AS</b></li> <li>i) The SIAMS report is now included in the SEF document along with the other 4 action points for the SEF</li> <li>j) Governors development plan will be reviewed at the meeting on 11 December 2017</li> <li>k) Link Governor document has been updated and governors were reminded to complete their training log and send to the clerk</li> </ul>	<p>AS</p> <p>AS</p>	<p>Jan 18</p> <p>Next PCC</p>
8.	<p><b>Headteachers briefing report</b>          HT asked governors for any questions or clarifications on her report that had previously been circulated to governors.</p> <p><b>Page 3</b>          RG asked about new arrivals to the school and whether the figure had changed from the previous year.          HT stated the school had 8 more arrivals this year.          KLB asked about the ratio to percentages for the amount of grant for PPG – whether the %age change in pupil numbers is commensurate with the percentage reduction in the grant.          RT stated that the school gets a set amount for PPG students and due to the introduction of the UIFSM grant, the school has also seen a reduction in</p>		



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<p>parents claiming for the PPG grant.          JD added that although the pupils may be eligible for the PPG funding – they do not have to take up this eligibility.          RT stated that the spring census data affects the funding and any mobility during this time will reduce the funding.</p> <p><b>Page 4</b>          DF stated that the new award for Science is called – the primary science quality mark gilt award.          HT highlighted to governors the staffing attendance figures that are exemplary – for Autumn term 2017 – teaching staff figures was 100% and support staff 99%.          Governors asked that their thanks for these excellent results be given to all staff and for their very hard work during the year.          KLB asked whether the governors could give staff a small token of their appreciation for not only their commitment to the school but the excellent work they do on behalf of all the pupils at the school.          RT will look to see how an end of term celebration can be provided to all staff.  <b>Action RT</b></p> <p><b>Page 5</b>          RT gave a brief summary update from the budget monitoring report for October 2017 that had been discussed in detail at the Resources committee on 1 November 2017. She informed governors that the original projected surplus for this year was £12k but this has now increased to £48k.          JD asked whether this would be clawed back from the LA; RT confirmed it was safe as is below the 8% threshold figure for primary schools.          AS added that in the current financial climate, this carry forward figure is very impressive.</p> <p>HT explained that the safeguarding briefing used to take place on a Thursday as indicated in the report, it now takes place on Fridays.</p> <p>RG asked how many parents had attended the Prevent workshops for parents – with HT confirming that 10-12 parents attended the workshop and the HT also shared a LGFL link with parents to access the information on line.</p> <p>JH stated that the Prevent workshop was very well presented and it kept parents very well informed.          AS asked whether the CPOMS system has been activated, with HT stating that the system has not been populated and that this will need to be the focus in the spring term for completion.          KLB asked who would have access to the CPOMS system, with HT confirming there will be different access levels for senior leaders and teachers.          HT added that the system can incorporate behaviour information alongside the safeguarding information with staff having passwords to access the</p>	<p>RT</p> <p>School</p>	<p>immediate</p> <p>Spring term 18</p>
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<p>system.  <b>KLB asked whether the system will be independently reviewed</b> – with HT confirming this can be reviewed by governors, and more formally at safeguarding audit carried out by the LDBS/BSP.  <b>JD asked about the quality of provision for the CPOMS system in terms of safeguarding.</b>          HT stated that this system has been in use at a number of Brent schools including Stonebridge school. St Mary’s received positive feedback from a recent Ofsted inspection on this system as it has been populated and is being used by the school.           JKe also uses the system at his school and stated it is highly recommended and was positively spoken about when the recent Ofsted inspection took place.           AS suggested that an update on the CPOMS system could be discussed next term.  <p style="text-align: right;"><b>Action HT</b></p> </p>		
<p><b>Page 6</b>          HT explained that the LA safeguarding audit and outcomes are shown at the top of this page.  <b>AS asked what needs to be developed further for the e-learning on-line training for Bullying.</b>          HT stated that the e safety training suggestions detailed in the audit, would support the staff to ensure all safeguarding training is as current as it can be.           Jke spoke about the updates recently undertaken on the St Andrews and St Francis school’s website. The school used Primary site to help with these updates. He will provide the templates that may be of use for Christchurch to adapt for their use.          AS stated that Lotis did a review of the school website and marketing opportunities – she will put JKe in touch with Lotis to review further.  <p style="text-align: right;"><b>Action AS</b></p> </p>	<p style="text-align: center;">HT</p>	<p style="text-align: center;">March FGB</p>
<p><b>Page 7</b>  <b>JH asked how the quality of teaching percentages compared to last year’s figures.</b>          HT stated that the percentages were comparable, with the Spring term being slightly different due to some staff changes.  <b>JD asked whether the NQT’s will make outstanding teachers as they have started the term very positively.</b>          HT stated that Preeya (PP) is mentoring the NQT’s in years 3 and 5 and they have made a very strong start to the term and they have the potential to become outstanding teachers. The NQT in Year 2 joined us with 2 terms of her induction already completed at another school she will need to complete her 3<sup>rd</sup> term within the academic year.  <b>KLB asked about the process undertaken for NQT’s.</b></p>	<p style="text-align: center;">AS</p>	<p style="text-align: center;">Jan 18</p>



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<p>DHT (PP) said she closely monitors their teaching over time, which will include a 1 hour termly observation and fortnightly meeting. PP will also look at their books/displays/environment on a regular basis as part of the monitoring process.</p> <p>AS asked whether the criteria of good/outstanding teaching is shared with teachers and line managers.</p> <p>DF informed governors of the process from a teacher’s perspective – the teaching over time framework is known – which includes career expectations. The Ofsted outstanding expectations are also shared, and the feedback is discussed with the line manager. The grades are not highlighted on the observations but there is feedback based on a rolling record of discussions and the action points will be identified following the observations.</p> <p><b>Page 8</b>      HT tabled the Autumn term 2017 Attainment and Progress data report. PP briefly updated governors on its content.      PP informed governors that the BSP consultant (Nick Butt) suggested the figures could be presented in a different format – i.e. to show how well the pupils are performing and whether they are on track to meet the expected standards. This data report for Autumn Term 2017 shows where the pupils are now. The data will be presented at the Performance Committee in the spring, the report shows the progress and attainment for all year groups.</p> <p style="text-align: right;"><b>Action DHT</b></p> <p>JH asked whether there are many pupils that are new to English in EYFS cohort.</p> <p>PP stated that speech language and communication development is the main area of need in the EYFS.</p> <p>JH asked if support is given to help these pupils with HT stating that language development work using communication key is delivered in small groups and the staff get immersed in the activities with pupils in the most effective way.</p> <p>JH asked whether there are Arabic speakers employed in the school that can help.</p> <p>HT stated that there is an Arabic speaking TA- who has on hand to support if needed, the inclusion leader (Sarah) has experience with EAL pupils and there is an experienced teacher who was previously an EYFS leader. The parents who are Arabic speakers also support other parents in their development. The school has now established links with Salusbury world who currently offer workshops to parents.</p> <p>HT stated the school will be having a moderation exercise carried out with Barham Primary on Monday (11<sup>th</sup>) and will bring the outcomes back to the next governors meeting.</p> <p>HT spoke about the changing demographics within the school and the</p>	<p style="text-align: center;">DHT</p>	<p style="text-align: center;">Jan ‘18</p>
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<p>ethnicity groups currently within the school.</p> <p>PP asked governors to bring any further questions to the next Performance committee meeting on 17 January 2018 for discussions on the school data analysis report.  <b>Action – governors</b></p> <p><b>Page 9</b>  AS congratulated the school on all the visits and assemblies that had taken place this term which supports the strong spiritual and moral ethos of the school.  HT thanked the church for supporting the school community with food bags that have been welcomed by those that have needed them.</p> <p><b>Page 10</b>  AS congratulated the school on their recent football team success.</p> <p><b>Page 11</b>  HT spoke about the challenges with attendance for certain groups of pupils within the school. The overall attendance percentage from Autumn 2016 to Autumn term 2017 has slipped from 96.3% to 94.7%.</p> <p>RG asked HT to check the percentages on the report as there seem to be some errors in the calculations.  HT will check and provide the updated figures to the Performance committee meeting in January 2018.  <b>Action HT</b></p> <p><b>Page 12</b>  HT stated that attendance in EYFS Reception has improved this term, but the nursery attendance is a concern. The nursery provision review is an agenda item.</p> <p><b>Page 13</b>  HT spoke about the improvement in behaviour which can be seen by the increase in awards that have been presented this term.  JH stated she was impressed with the pupil’s behaviour and particularly likes the reflection area and feels the teachers have worked really hard to create a positive environment.  HT has asked the LA to conduct a behaviour review.</p> <ul style="list-style-type: none"> <li>• <b>SIP- Autumn Term 2 rag -rated</b></li> </ul> <p>HT explained to governors that the rag rated SIP is for information and this document can be discussed next term – where the information can be analysed and the next steps to be taken.</p> <p>AS asked about the amber colour coded entries and whether these will move</p>	<p>Perf Comm</p> <p>HT</p>	<p>17.1.18</p> <p>Jan 18</p>
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	<p>to green.</p> <p>HT stated that a number of the amber coloured areas are on-going/ in progress and will then convert to green coding.</p> <p>The Link Governor section – is shown in pink – this will also be updated with the recent visits from Julie/Ben.</p> <p>This document can be reviewed by governors at the next term meetings.</p> <ul style="list-style-type: none"> <li>• <b>Pupil Premium document for website</b></li> </ul> <p>HT thanked BC for all the work he has undertaken with the PPG analysis and his suggestions for measuring PPG against the National and LA figures which are in process of being produced for KS1 and the complete document will be publicised on the website once completed.</p> <p>HT explained to governors that the total PPG expenditure for 2016/17 was £107,717.20 against the total PPG income received of £101,625.00.</p> <p>HT explained that the activities outlined under the PPG objectives shows the impact and outcomes that have been achieved.</p> <p>BC stated that the comparison to national figures may not always enable a direct comparison to be made – as there is likely to be differences in the type of pupils and background for those within the PPG criteria.</p> <p>HT and PP were thanked for their comprehensive reports presented to governors.</p>		
<p><b>9.</b></p>	<p><b>Clarence Road sale and Trust Fund Projects</b></p> <p>AS read out the update to governors that had been prepared by Father Stephen France who was unable to attend due to being unwell.</p> <p>“In 2017 the Trustees sold 10 Clarence Road in accordance with the Charity Commission Guidelines. William Bradley of Bradley Harris Ltd was the independent chartered surveyor and Stone King of Bath the solicitors with the sale being completed on Friday 17<sup>th</sup> November 2017.</p> <p>The proceeds after costs and expenses were transferred into an investment facility administered by CCLA Charity Fund Managers.</p> <p>In making awards, the Trustees shall have regard to the following guidelines;</p> <ol style="list-style-type: none"> <li>1) To advance the education of the pupils at ChristChurch, Church of England Primary School in the Parish of Christ Church with St Laurence Brondesbury by providing and assisting in the provision of facilities not required to be provided by the local education authority for education at the school.</li> <li>2) To assist in such ways as the charity trustees think fit any charity or organisation in Brondesbury whose aims include advancing the education or wellbeing of persons under the age of 25 years including</li> </ol>		



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	<p>by developing their mental, physical, and moral capabilities through leisure time activities.</p> <p>This is excellent news for the school and the parish”.</p> <p>RT mentioned to governors that the school had received 2 cheques today – one for £37k for the caretaking and other associated costs for Clarence road and £35k towards the nursery provision.</p> <p>RT stated that the school had also submitted an application to the Parish Trust to develop the playground facilities, which could include an all-weather music garden.</p>		
10.	<p><b>Verbal report from Performance Committee held on 16 October 2017</b></p> <p>As chair of the committee – DO gave a brief update to governors of the key points as follows;</p> <ul style="list-style-type: none"> <li>• The membership was discussed – and it was agreed that the associate members would have voting rights on the committee but would not count as part of the quorum</li> <li>• The governor mentoring voluntary programme was discussed and will be relaunched next year – a training pack will be circulated to governors</li> <li>• Reviewed the data for attendance, progress, and attainment</li> <li>• Higher, middle, and lower attainers – and gifted and talented criteria – would be presented to governors next term</li> </ul> <p>AS thanked DO for her verbal update from the Performance committee.</p>		
11.	<p><b>Verbal report from Resources Committee held on 1 November 2017</b></p> <p>In the absence of the chair of this committee, RG agreed to give the update to governors, outlining the key points as follows;</p> <ul style="list-style-type: none"> <li>• School numbers have gone up by 8 pupils which will have a positive impact on the school’s income</li> <li>• The detailed budget monitoring report for the October 2017 period was presented with a number of questions asked by governors</li> <li>• Report on PPG was presented which outlined the planned expenditure</li> <li>• Benchmarking exercise was presented – but governors suggested future comparisons being made with small inner-city schools that may have similar characteristics</li> <li>• The SFVS document was reviewed – which showed that the process, systems, procedures are appropriate</li> <li>• Premises projects were discussed with maintenance surveys such as</li> </ul>		



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	<p>legionella</p> <ul style="list-style-type: none"> <li>• The upstairs water tanks are to be cleaned following recent assessments.</li> <li>• The re-roofing project in the summer holiday has made the skylight area much brighter</li> <li>• A detailed discussion was undertaken on the nursery provision – which will be discussed later in this meeting</li> <li>• Policies were reviewed which have been circulated to governors at this meeting.</li> </ul> <p>AS thanked RG for the comprehensive update from the last Resources committee meeting.</p>		
12.	<p><b>Policy review/approval</b></p> <ul style="list-style-type: none"> <li>(a) Volunteers Policy</li> <li>(b) Financial procedures</li> <li>(c) Scheme of Delegation</li> <li>(d) Business Continuity Plan</li> <li>(e) Lockdown Policy and Procedures</li> <li>(f) Charging and Remissions Policy</li> </ul> <p>AS stated that the Volunteer’s Policy had a set of amendments that have been included in the final version. Thanks were given to DO who had worked with HT to update this policy.</p> <p>AS added that JD and HT had worked on updating the Staff Appraisal policy which will be presented to the Performance committee in January 2018 for approval.</p> <p style="text-align: right;"><b>Action HT</b></p> <p>Governors were asked to review/approve the above policies that had been circulated prior to the meeting and had been previously reviewed at the Performance and Resources Committees this term.</p> <p>Governors approved all the policies listed above.</p>	HT	17.1.18
13.	<p><b>Governance</b></p> <p><b>a) Skills and training updates</b></p> <p>AS thanked those governors who had returned their skills audit forms and training log and reminded others to submit these forms ASAP. <b>Action - Govs</b></p> <p><b>b) Link Governor roles and feedback from visits</b></p> <p>JD spoke about her visit to the school on 1 December for the work on</p>	Govs	By end of term



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	<p>updating the Appraisal Policy and supporting documents and will fill out the governor visit form and return to RT.          RG mentioned he will be visiting the school on 8 December to look at the Maths mastery system          JH spoke about her visit to the school at the beginning of the term to look at the Thrive behaviour programme. She stated that the pupils were well behaved during her visit.          KLB has visited the school to observe a science lesson – which was very good with a lot of pupil participation.          KLB assisted in updating the radicalisation policy and DO assisted in updating the volunteer’s policy.          AS spoke about her regular visits this term to school – regular meetings with HT, RIG LDBS meeting; checked the single central record; HTPM review on 5 December; some school improvement issues.          AS also spoke about the courses she has attended this year – one was on the 2017 STPCD and another on Performance Management and Leadership Pay – both courses run by the LA at the civic centre. She had also attended a course on Handling Complaints – also at the Civic Centre.          AS asked all governors to complete their visit forms and send to RT who will upload the completed forms in the governor zone.       <b>Action- Governors</b></p> <p><b>c) Governors Strategic Planning</b></p> <p>AS reminded governors about the governance session that was being held at the school on Monday 11 December from 9am to 11am and all governors are welcome to attend.</p>	Govs	asap
14.	<p><b>Transition arrangements – new Head teacher</b>          JKe informed governors that he had made 2 visits to the school and will be attending the governance meeting on Monday 11 December. He will also have further meetings with Joy/Ruby about the first day processes and other practical questions etc          AS stated that there will be further meetings set for parents and governors to meet James – she will let governors know the meeting dates after the meeting on Monday 11 December.       <b>Action AS</b></p>	AS	
15.	<p><b>Dates and times of next meeting and other dates for the diary</b></p> <p>The next GB meeting has been arranged for Monday 19 March 2018 at 5.30pm.          There is also a Governor training day arranged for Thursday 1<sup>st</sup> March 2018.</p>		
16.	<p><b>Any Other Urgent Business</b></p> <p>No further matters were raised at the meeting.</p>		



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<b>17.</b>	<p><b>Vote of Thanks</b></p> <p>AS reminded everyone that this is Joy’s last GB meeting and as Chair wanted to thank her on behalf of the GB for all the excellent work she has done as Head teacher at ChristChurch school. She mentioned how Joy has provided all the information to governors in an easy to understand way, which has helped governors in their role which in turn helped them to support the school. AS has enjoyed working with Joy who has always made her welcome whenever she has attended the school. Her strength has been in effective team working and motivating people – staff, governors, parents, and pupils.</p> <p>Joy spoke to governors and thanked them for being a fabulous group of governors who have shown a real interest in the school and have always been supportive enabling the school to go from strength to strength. Joy thanked governors for their support and spoke about the fantastic leadership team that is in place to support the new head teacher.</p> <p>PP, DF, and JH left at 7.25 pm and were thanked for attending the meeting.</p>		
<b>The public meeting closed at 7.25 pm</b>			

<b>APPROVAL OF MINUTES BY THE CHAIR OF THE GB</b>	
<p>These minutes are an accurate representation of the GB meeting which took place on Wednesday 6 December 2017 at Christchurch (Brondesbury) Church of England Primary school at 5.30pm.</p>	
Signed.....	Date.....
<p>Alison Schulte          Chair of the GB          Christ Church (Brondesbury) Church of England Primary School</p>	