



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.

AGENDA ITEM	ACTION POINT	BY WHOM	DATE
1	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. <b>Action AS</b>	AS	ASAP
3	Governors were asked to email the clerk any amendments that are still required on the contact list and attendance register. <b>Action – all governors</b>	All Governors	ASAP
4	AS agreed to organise and induction pack and access to the Governor Zone on the school website. <b>Action AS</b>	AS	Jan 2018
5	The TOR updated document for the Resources committee is still an outstanding action point. <b>Action JK</b>	JK	ASAP
7g	AS will speak to FrSF about setting up a noticeboard in church for the school – action point outstanding. <b>Action AS</b>	AS	Jan 2018
7h	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>	AS	Next PCC
8	RT will look to see how an end of term celebration can be provided to all staff. <b>Action RT</b>	RT	immediate
8	AS suggested that an update on the CPOMS system could be discussed next term. <b>Action HT</b>	HT	March FGB
8	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. <b>Action AS</b>	AS	Jan 2018
8	HT will check the attendance figures outlined in the HT briefing report and will provide the updated figures to the Performance committee meeting in January 2018. <b>Action HT</b>	HT	Jan 2018
12	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. <b>Action HT</b>	HT	17.1.2018



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<b>13</b>	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>	<b>Governors</b>	<b>By end of term</b>
<b>14</b>	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>	<b>AS</b>	<b>Jan 2018</b>