



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 19 March 2018, at 5.30pm.

Attendees

Name	Initials	Attendance 02/10/17	Attendance 06/12/17	Attendance 19/03/18	Attendance
Governors					
Headteacher (1)					
Joy Donaldson (head teacher), ex officio	HT	Present	Present	Resigned	
James Kelly (head teacher)	HT	N/A	N/A	Present	
Foundation ex officio (1)					
Father Stephen France	Fr SF	Present	Apologies	Apologies	
Foundation PCC (2)					
Jason Kosky (Vice Chair)	JK	Present	Apologies	Part of meeting	
Alison Schulte(Chair)	AS	Present	Present	Present	
Foundation Deanery Synod (1)					
Robert Grover	RG	Present	Present	Present	
Dessy Ohanians	DO	Apologies	Present	Apologies	
Foundation LDBS (2)					
Keith Le Bihan	KLB	Present	Present	Present	
Lotis Bautista	LB	Present	Apologies	Present	
LA (1)					
Janis Denselow	JD	Present	Present	Present	
Elected parents (2)					
Vacancy					
Julie Harris	JH	Present	Present	Part of meeting	
Elected staff (1)					
Della Freedman	DF	N/A	Present	Present	
Associate members (3)					
Ben Catling	BC	Present	Present	Absent -No apologies	
Katie Tiller	KT	Apologies	Absent No apologies	Apologies	
Observer/advisers					
Preeya Patel, Deputy Headteacher	DHT	Present	Present	Present	
Ruby Tasheira, School Business Manager (SBM)	RT	Present	Present	Present	
Clerk					
Lynda Rees	Clerk	Present	Present	Present	

Part one - public

Item		Who	When
1.	Welcome, Opening Prayer and Apologies for Absence The chair welcomed everyone to this GB meeting and asked the Head teacher to open the meeting with a prayer. Apologies were received from Father Stephen France, Katie Tiller and Dessy		



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	<p>Ohanians 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 has spoken to Katie who would like to remain as an associate member but has increased work commitments and anticipates attending the GB meetings in the summer term.</p>		
2.	<p>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</p> <p>There were no declarations of interest for any items on this agenda.</p>		
3.	<p>Appointment of new Governor (BC) and change of status (LB)</p> <p>AS spoke about the proposal for BC to become a Foundation LDBS governor and for LB to change into an Associate member role but she is still waiting for the LDBS to approve this change.</p> <p>AS explained that she had met with LB who would like to stay on the Christchurch GB but due to increased work commitments, was unable to be fully committed in the Foundation governor role.</p> <p>AS had spoken to BC who had agreed to change status from Associate member to Foundation governor.</p> <p>AS will follow this up with the LDBS where hopefully the change can be approved at the next GB.</p> <p style="text-align: right;">Action AS</p> <p>AS stated that the school still has a parent governor vacancy which the school has advertised to parents on a number of occasions – but so far, no parent has expressed a desire to take up this role.</p> <p>AS will speak to the LDBS to see if there are any other options for filling this parent governor vacancy.</p> <p>AS added that Governing Board also has a vacancy for an Associate member role.</p>	AS	Asap
4.	<p>Minutes of previous FGB meeting held on 6 December 2017</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>		
5.	<p>Headteachers briefing report</p> <p>HT asked governors for any questions or clarifications on his report that had previously been circulated to governors.</p> <p>HT gave a brief overview of the main headings that were contained within his briefing report to governors;</p> <p>a) School Contextual data at March 2018</p> <ul style="list-style-type: none"> • The school had 210 pupils on roll as at 3/01/18 compared to 201 for 		



the previous January

- The absence figures per year group have been updated and are now accurately showing the latest figures.

AS asked about the lower attendance percentage figures for Year 2 and Year 5 compared to the other year groups and with Year 2 having unauthorised absence of 2%.

DHT explained that there is one child that is often absent through sickness in Year 2, but this is being looked into by the Education Welfare officer.

JD asked whether parents still pay fines with DHT confirming that the money is collected by the LA.

HT added that a few warning notices have been sent to parents since January 2018. Two Children are home schooled at the moment but there have been attendance issues with these pupils in the past.

AS added that attendance is a big focus, so it is good to see the school being proactive with the warning letters and EWO involvement.

b) School staffing

- An outline of the current staffing structure was shown to governors and the posts being covered by agency staff
- There is an Agency teacher in Year 2 who will be staying at the school until the end of July
- For the vacant nursery post, a strong agency candidate has been trialed and agreed to fill this role up to the summer term. This agency teacher has worked locally in a Brent school and has a clear understanding of good practice of how a nursery should be run and the right level of experience
- The admin office currently has an agency worker – who will be replaced by a full time junior admin officer post
- The school also has 2 agency TA's which the school may take onto the school structure with no additional costs.

LB asked whether the school will advertise to fill the F/T substantive posts for the 2 vacancies – with HT stating that the SCITT placement post holder is likely to apply for one post and the other post will be advertised.

LB asked whether the school will be looking at the Teach First programme for next year – but HT stated he will continue with the SCITT programme as the Teach First is more expensive and requires more supervision.

c) School attendance

- The glitches in the figures presented to the Performance committee have now been sorted out
- The report currently shows the weekly attendance tracking data for the different groups within the school
- The school figures excluding the nursery pupils and the first 2 half term



figures showed the school was above the national figure of 96.5%

JH asked about the reduction in the percentage figure for w/c 26 February 2018 which was the week of the snow.

HT stated the school was closed for half of the Wednesday and all day Thursday due to the snow but re opened on the Friday. He had spoken to the LA who stated that as the school was open it could not be counted as a snow day therefore any non-attendances were recorded as unauthorised on that day. Governors commented positively on the fact that the school was only closed for one full day.

d) Reportable Data 2016-17

HT explained that this report outlines the validated data which was produced at the end of February for Early years, KS1 and KS2 data. This data also matches the ASP report (the Inspection dashboard for governors).

The headlines from this report are as follows;

- KS1 data was very good last year
- Writing for last year – the school was in the top 10% of schools in England
- KS2 data not shown as being a coasting school or below the floor standards
- Writing progress at KS2 shows a negative score but is not below the floor standards (progress in writing this year is much better)
- KS2 is showing green percentages which indicates the school is above the national average
- The maths data shows the school was 10% below the national average – which equates to 2 pupils – however the school can give good reasons for this.
- For this year – the school has introduced a clearer system for teaching and recognising learning at Greater Depth
- The average point scores (APS) for all subjects have increased at the school this year and now have higher APS for Reading and SPAG which are above the national average and maths is in line with the national average.

RG asked whether the tests are teacher assessed.

HT stated that the writing is teacher assessed and the KS2 tests are undertaken as a formal test.

JD asked whether the writing tests assessed by the teachers are moderated.

HT stated that St Andrew and St Francis school have an LA accredited moderator which he will use and will also moderate with other schools.

AS stated that the validated data gives a very positive picture for the school. HT stated that for this coming year, 3 pupils will be disapplied for reading, one of whom will be disapplied for all subjects – as they either did not have the skills to access the test or less than 2 years in the country.



e) In Year Data Analysis – Spring Term 2017-18

DHT took governors through the in year data analysis report for Year 2, Year 4 and Year 6 pupils with the headline data showing the following;

Year 2 – Attainment Summary – whole Cohort

- For reading -at expected – 2018 target 77% - looking at 70% of the children meeting the expected standard For reading - Greater Depth – 2018 target 23% 6 children are on track to meet the greater depth standard, with a further 3 targeted to make accelerated progress. On track to meet/exceed the 2018 target.
- For Writing – at expected – 2018 target 73% - 69% of the cohort are on track to meet the expected standard. Children not on track to meet the expected standard are all EAL and 38% are SEN For writing – Greater Depth – target 2018 19% - 3 pupils are on track to meet the greater depth standard. 2018 target should be met.
- For Maths – at expected – 2018 target 81% - 9 children have been targeted to make accelerated progress which will take the end of year outcome to 77% of the children meeting the expected standard. For Maths – Greater Depth – 2018 target 19% - on track to meet this target.

Year 2 Attainment Summary at the Expected Standard for the Groups –

Reading Girls/Boys 63%/ 56%
EAL/Non EAL 52%/ 80%
SEN/Non SEN 25%/64%
PP/Non PP 50%/ 60%

Writing Girls/Boys 50%/39%
EAL/Non EAL 33%/80%
SEN/Non SEN 0%/50%
PP/Non PP 33%/45%

Mathematics Girls/Boys 50%/39%
EAL/Non EAL 35%/60%
SEN/Non SEN 25%/45%
PP/Non PP 50%/40%

Year 2 – Progress Summary – Whole Cohort

- Progress in reading and writing – on track
- Progress in maths below
- Maths interventions for targeted groups will be taken by supply teacher while the inclusion leader leads maths meetings for the rest of the class.

LB asked whether the 4 pupils that left the class (relocated) were the most able – with DHT stating that there were 1 higher, 2 middle and 1 lower attainer pupils.

JD observed that this seems a very challenging group with DHT confirming



that a lot of language work is being undertaken for the EAL pupils.
JD added that it is good news that the greater depth pupils look likely to achieve their targets.
DHT added that at the bottom end – some pupils are struggling to attain their targets as the characteristics for Year 2 show they are a lower attaining cohort than the previous year's.
HT informed governors of the excellent work that the DHT and Inclusion Leader had undertaken in supporting the Year 2 pupils and taking time out of their normal duties to help with the interventions and targeted support. Both these members of staff have shown dedication and commitment to assist these pupils in having the best provision for teaching and learning opportunities.

Year 4 – Attainment Summary – whole Cohort

- For reading -at expected –2018 target 82% - on track to meet target
- For reading - Greater Depth – 2018 target 25% - on track to meet target
- For Writing – at expected – 2018 target 79% - on track to meet target
- For writing – Greater Depth – 2018 target 18% - on track to exceed target
- For Maths – at expected –2018 target 82% - on track to meet target
- For Maths – Greater Depth – 2018 target 18% - on track to meet target

Year 4 Attainment Summary at the Expected Standard for the Groups –

Reading	Girls/Boys 63%/ 82%
	EAL/Non EAL 72%/ 67%
	SEN/Non SEN 0%/79%
	PP/Non PP 83%/ 67%
Writing	Girls/Boys 44%/36%
	EAL/Non EAL 39%/44%
	SEN/Non SEN 0%/46%
	PP/Non PP 50%/38%

Mathematics	Girls/Boys 69%/64%
	EAL/Non EAL 72%/56%
	SEN/Non SEN 33%/71%
	PP/Non PP 50%/71%

Year 4 – Progress Summary – Whole Cohort

- Progress in reading – above the milestone for the spring term
- Progress in maths and writing below the milestone for the spring term
- Targeted action to support progress include - explicit teaching of key objectives in writing and maths interventions to support targeted children to progress to greater depth.

DF added that from a class teacher perspective – the pupils are doing really well but the EAL pupils are not speaking English at home, so this is affecting their progress.

LB asked whether the SEN interventions are being effective.



DF stated she does the interventions and by targeting the comprehension she can see clear improvements are being made. The pupils need to also read regularly at home.

JD asked about boys reading data being higher than girls, with DF adding that boys read more when they are interested in the books and like specific authors.

AS asked about the gap in writing for boys and the causes of their dip in attainment compared to girls.

DF stated that the boys need to use their imagination to get their thoughts on paper. She has targeted this group to focus on the story and narrative element for writing.

Year 6 – Attainment Summary – whole Cohort

- For reading -at expected – 2018 target 71% - last SATS practice = 76% met expected target. On track to meet the target.
- For Reading - Greater Depth – 2018 target 25% - last SATS practice = 24% met expected target. On track to meet the target.
- For Writing – at expected –2018 target 71% - on track to meet target
- For Writing – Greater Depth – 2018 target 21% - overall potential 14% to meet target
- For Maths – at expected – 2018 target 75% - last SATS practice = 86% met expected target. On track to meet/exceed the target
- For Maths – Greater Depth – target 21% - 7 pupils on track to achieve GD – target should be met.

Year 6 Attainment Summary at the Expected Standard for the Groups –

Reading Girls/Boys 68%/ 60%
EAL/Non EAL 68%/ 50%
SEN/Non SEN 80%/61%
PP/Non PP 71%/59%

Writing Girls/Boys 67%/60%
EAL/Non EAL 68%/50%
SEN/Non SEN 80%/61%
PP/Non PP 71%/59%

Mathematics Girls/Boys 67%/75%
EAL/Non EAL 74%/70%
SEN/Non SEN 80%/74%
PP/Non PP 71%/73%

Year 6 – Progress Summary – Whole Cohort

- Progress above the milestones for the spring term across all subjects.

RG asked whether the Year 6 pupils have maths mastery sessions with HT stating that currently Reception and Year 1 have the maths mastery sessions. RG commented that the data is looking very positive for Year 6 pupils.

AS asked whether the school would need support from Governors for the



<p>Easter intervention sessions.</p> <p>DHT stated that the sessions will be from Tuesday 3 April to Thursday 5 April from 9 to 12pm and to let her know if any governors are available to attend these sessions.</p> <p>AS thanked DHT for the data analysis report which was very comprehensive and well put together. She added that the report shows the commitment from all class teachers and SLT to undertake so much intervention work and to the outcomes that are likely to be achieved.</p> <p>f) School Evaluation and Improvement Plan (SEIP)</p> <p>HT explained to governors that the SEIP document combines the school evaluation plan and the school improvement plan in one document. HT added that this document is still very much a work in progress document. HT stated that the SEIP includes the Ofsted criteria and there is one target set for each of the Ofsted criteria.</p> <p>LB asked about including the information about the governance of the school, with HT agreeing the document is to be updated with the model of governance. AS agreed to send the GB information for HT to include in the document. Action AS</p> <p>RG asked whether the key priorities on page 7 should read 2017/18 – HT agreed to update this section. RG also mentioned that the school is not within Willesden Green area (page 2). This would be amended by HT. Action HT</p> <p>AS added that the budget overview/resources section will need updating and suggested that this document is a standing agenda item for each meeting.</p> <p>g) PPG and Sports funding</p> <p>HT stated that the reports for Pupil Premium and PE sports grants were reviewed at the Resources committee meeting on 6 March 2018.</p> <p>HT added that for the PPG strategy – need to include the rationale and evidence. HT added that the sustainability column will be updated – the school will also need to state at the end of the academic year – the number of pupils that can swim, although the PE grant cannot be spent on this activity.</p> <p>LB asked when the column for reviewing the implementation will be included within this report. HT stated he will update this report and include information as to the staff lead and the review implementation columns. Action HT</p> <p>h) Vision and Values</p> <p>HT spoke to governors about the vision and values for the school – with the current vision statement being – ‘Going for Gold with Faith’ which is to be</p>	<p>AS</p> <p>HT</p> <p>HT</p>	
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	<p>retained HT added that he has already consulted staff and parents about the vision and values of the school, but he would also like to ask the GB to respond to the same 3 questions he asked parents:</p> <p>HT asked all governors to consider the following questions and email him back their responses;</p> <ol style="list-style-type: none"> 1) What does Christchurch school mean to you? 2) What does Christchurch School mean in our community? 3) Christchurch school will be better in 3 years if..... <p>HT will then include the most common themes from responses within an updated vision and values statement to be presented at the next GB meeting. Action – all governors</p> <p>AS thanked HT for a very thorough report.</p> <p>JK left the meeting at 6.30pm</p>	<p>All Govs</p>	
<p>6.</p>	<p>Finance and Resources report (SBM)</p> <p>a) 2017/18 SFVS return for approval and financial skills audit</p> <p>RT explained to governors that the SFVS is an annual return that consists of 25 questions that provide evidence on the financial management and effectiveness of the school. She mentioned that at the last 2 Resources committee meetings the 25 questions were reviewed in detail. 3 changes needed to be made since the 2016/17 return was completed and these had now been updated. These were i) the change from the SDP to SEIP document, ii) the fact that balances are now at a healthier level and iii) a note that the financial health check audit is in progress but not yet completed.</p> <p>AS also reminded governors to complete the financial skills audit document that was sent out by JK as soon as possible. Action – All Govs</p> <p>RG asked whether the financial health check was undertaken by audit, with RT stating that a review by an external consultant following the internal audit review is in the action plan.</p> <p>All governors ratified the SFVS document for 2017/18 which was signed by the Chair for submission to the LA.</p> <p>JH left the meeting at 6.45pm</p> <p>b) 2017/18 Projected out-turn and 2018/19 funding</p> <p>RT spoke to governors about the detailed budget monitoring reports for the period to 31 January 2018 that were reviewed at the Resources committee on 6 March 2018. The latest reports showed a projected surplus of £150k but this included the receipts of the £75k advance payment from the Parish Church Trustees (Clarence Road Trust) for the Nursery provision and the Playground</p>	<p>All Govs</p>	



	<p>project – both of which related to 2018/19 financial year. RT informed governors that for the 2018/19 budget funding, the school had received an additional £64k due to the Nursery Education Grant funding. She explained that the previous method of funding the nursery provision was on average uptake but is now based on real time figures.</p> <p>RG asked whether this was a one-off funding increase or will continue each year.</p> <p>RT stated that the funding would improve if the vacant positions in the nursery were filled. The original budget allowed for 14 pupils, but the nursery now has 22 pupils.</p> <p>LB asked whether all 22 pupils attending the nursery have made applications to join the Reception class for September 2018, with RT confirming that 19 out of the 22 have put in applications.</p> <p>JD added that it is good news that the school’s nursery pupils are increasing as some local schools have closed their nursery provision due to a fall in numbers.</p> <p>c) Capital Funding Bids and Trust Fund Projects</p> <p>HT spoke to governors about the proposed bid the school has made to the Clarence Road Trust to improve the IT infrastructure across the school which would include the configuration of classrooms.</p> <p>HT stated the school would source bids and bring to the GB for approval and then submit to the Trustees.</p> <p>AS suggested that she and the HT would talk to the LDBS to ensure that correct procedures regarding the use of the Parish Trust were being followed.</p> <p style="text-align: right;">Action AS/HT</p> <p>KLB asked whether there was a timetable for the bids to be submitted, to which AS replied that there was no specific timetable currently in place.</p> <p>AS stated that it is important that the school follows the correct protocol for bidding/accessing this money which has some criteria attached, namely that it is to be used for the benefit of the young people in the parish.</p> <p>RT stated that the school may want to consider the kitchen facilities for the provision of school meals produced on the school site and may wish to put in a bid for this project.</p> <p>KLB asked the timescale for the IT infrastructure project, with RT adding that quotes would be sourced soon with work anticipated to be completed by September 2018.</p>	AS/HT	
7.	<p>Verbal report from Performance Committee held on 17 January 2018</p> <p>As vice chair of the committee – AS gave a brief update to governors of the key points as follows;</p> <ul style="list-style-type: none"> • The whole school contextual information was discussed • In school data analysis was reviewed for the Autumn term • The PM and Appraisal Policy was approved • The staffing structure was discussed within the confidential minutes 		



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	<ul style="list-style-type: none"> Brief discussion of Gifted and Talented – which will be reviewed next term on how best to categorise Teaching and learning overview 		
8.	<p>Verbal report from Resources Committee held on 6 March 2018</p> <p>In the absence of the chair of this committee, RT informed governors that the main elements of this meeting were covered above in Agenda item number 6.</p> <p>RG voiced his concern that the London Living Wage had not been supported and would like to request that this item is discussed again at the next Resources committee meeting.</p> <p style="text-align: right;">Action JK/clerk</p>	JK/clerk	
9.	<p>GDPR update</p> <p>AS informed governors that the Governor training session that had been scheduled to take place on 1 March but was cancelled due to the snow included an update on GDPR.</p> <p>HT explained that the GDPR comes into operation on 25 May 2018 and replaces the current Data Protection Act.</p> <p>HT added that the school is looking for an external provider to undertake the Data Protection Officer function on behalf of the school.</p> <p>The HT added that the school are currently looking at 3 options from which this service could be purchased – the LA, BSP or the LDBS.</p> <p>AS added that the GB will need to have a data protection champion who will challenge and check that the GB is adhering to the GDPR requirements.</p> <p>KLB agreed to take on this role on behalf of the GB.</p>		
10.	<p>Ofsted updates – new arrangements for short inspections</p> <p>HT explained to governors the process that would be undertaken by Ofsted for short inspections from January 2018.</p> <p>HT stated that a school currently rated ‘good’ would have a one-day inspection followed by a letter confirming the good grading (which may include elements of outstanding). Where the ‘good’ grade was in question the letter will outline areas for improvement – with a further full inspection due in 2 years’ time.</p> <p>HT stated that the 1st day would only convert into a two-day inspection – if the inspectors found issues with regard to safeguarding not being in place.</p> <p>LB asked when the Ofsted Inspection is due for the school, with HT stating the expected date had been in the Autumn term 2017, but the inspection could happen at any time from now.</p> <p>HT stated that the schools SIP (Karen Thomas) evaluated the SEIP document and found evidence of the school being in a solid good category.</p> <p>AS asked when the SIAMS Inspection is due, with HT stating that this inspection was last undertaken in 2015 and was not likely to be repeated imminently.</p>		



<p>11.</p>	<p>Policy review/approval</p> <p>a) Performance Management and Appraisal Policy HT informed governors that this policy was first presented to the Performance Committee on 16th October 2017 and the final updates were presented and approved at the Performance Committee on 17 January 2018. Governors ratified the policy</p> <p>b) Governors Allowances Policy HT informed governors that this policy was reviewed and approved at the Resources committee on 6 March 2018. The template was taken from 'The Key' and Forbes Solicitors and adapted for use by Christchurch.</p> <p>JD asked about Governors access to The Key website, with RT agreeing to send an email to all governors to remind them of the login procedure.</p> <p style="text-align: right;">Action RT</p> <p>c) Accessibility Plan Policy AS asked about the plan included in the Policy document which needs to be updated. AS added that the accessibility scheme needs to be linked to equalities and disabilities and suggested that the scheme and plan is reviewed.</p> <p>HT asked for a governor volunteer to look at this policy, with RG agreeing to look at this document mid to end of May 2018. Action RG HT will bring the updated policy and plans to the GB meeting in July 2018 for approval. Action HT</p> <p>d) Compliments and Complaints Policy HT asked if there were any comments on the policy that had been previously circulated. RG mentioned the Finance committee is called the Resources committee – HT agreed to include this change in the final document. AS asked governors to look at attending Complaints training as governors may be needed to be on a formal Complaints Panel, if and when the need arises, and it is good practice for governors to have undertaken the training. KLB stated that he has undertaken the LDBS complaints training session. AS asked governors to check the courses that are available through the Best Brent website.</p> <p>e) Nursery Admissions Criteria 2019/20 HT reported to governors on the discussions and approvals that had taken place at the Admissions Committee held prior to this GB meeting. HT outlined 2 amendments to the Nursery admissions criteria – the ratio for pupils to teacher can be 1:13 – which will allow for 26 places. This would be with a nursery teacher and a nursery nurse in the class. HT informed governors of the other change that had been discussed and approved at the admissions committee – to admit pupils into the nursery the</p>	<p>RT</p> <p>RG</p> <p>HT</p>	<p>Asap</p> <p>May 18</p> <p>FGB</p>
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	<p>term after they turn 3 years old. This would allow pupils to start in the Nursery class after the Easter term and will bring extra funding for the school. Governors agreed these 2 changes to the Nursery Admissions criteria and asked that these changes be included in the policy.</p> <p>f) Primary Schools Admission Criteria 2019/20</p> <p>HT informed governors that there was no change to this document. AS asked all governors to check the criteria for the 2020/21 academic year – and any suggested amendments would need to be raised at the Summer term GB meeting.</p> <p style="text-align: right;">Action – All Governors</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 (with exception of the Accessibility Plan Policy – which needs further updates to be undertaken)</p>	All Govs	By June
<p>12.</p>	<p>Compliance Tracker</p> <p>HT informed governors that he has used the Compliance Tracker template on ‘The Key’ to tailor for the policies reviewed by the school. HT explained that Governors would need access to ‘The Key’ for Christchurch school to access this document. RT agreed to send DF and the clerk the log in details for The Key website.</p> <p style="text-align: right;">Action RT</p>	RT	asap
<p>13.</p>	<p>Safeguarding – KCSiE document</p> <p>AS stressed to governors the importance of the KCSiE guidance and that they have read and understand the requirements under this document. HT asked if all governors could sign the attendance register to confirm they have all read and understood the contents of this document.</p> <p>All governors in attendance signed the attendance sheet to confirm their understanding of KCSiE and the governor’s responsibilities outlined in Section 2 of this document.</p> <p>AS informed governors that she has looked at the SCR twice this term (on 16 January 2018 and 19 March 2018) and all required information is in place. The new volunteers for next term are currently having the DBS process undertaken. AS spoke about the new safeguarding training spreadsheet that the LDBS have issued – which currently features 85 columns. RT is currently populating the spreadsheet with staff and governor training on safeguarding. AS asked all governors to inform RT of any safeguarding training that they have undertaken.</p> <p style="text-align: right;">Action – all governors</p> <p>AS asked governors to look at the Introduction to safeguarding courses that</p>	All Govs	



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	<p>are run by the LA – AS and JK have undertaken this course.</p> <p>DHT and LB agreed to the Safer Recruitment course through Best Brent.</p> <p>AS also reminded governors to do the on line Prevent training session. The clerk agreed to re send the email outlining this training session. Action - clerk</p>	clerk	
14.	<p>Governance</p> <p>a) Governors Strategic Plan 2017/18</p> <p>AS spoke about the strategic plan that was circulated to governors at the Performance Committee in January 2018.</p> <p>The Strategic Plan was produced following the meeting held in December and attended by JK/DO/FrSF/AS and HT.</p> <p>AS stated that the Plan includes the aims and priorities and an outline of what we now have in place and what still needs to be actioned.</p> <p>b) Link Governor roles and feedback from visits</p> <p>AS asked governors to outline the visits that have been undertaken this term. RG has attended a maths mastery session; JH has attended a behaviour session at the school; LB has attended a meeting with HT to discuss marketing and BC has visited to review the PPG funding and outcomes.</p> <p>AS stated that she visits the school every 10 days to meet with the HT and recent visits have included the review of the Single Central Record.</p> <p>JD added that she will make a visit to the school to assist with the review of the staffing structure with HT.</p> <p>AS asked for a governor to take on the SEN link governor role – for the interim period AS had agreed to take on this role. However, it would be helpful if another governor could take on this role in due course, given that some governors had already left the meeting at this point.</p> <p>AS and HT will look at the link governor roles and check they link to the SEIP priorities. Action HT/AS</p> <p>AS will bring the suggested link governor roles to the next FGB in May which can be discussed at subcommittees and included in the Terms of reference for each committee. Action AS</p> <p>AS will speak to Robert Singh to reschedule the governors training session for a date after Easter. AS will email available dates to governors. Action AS</p>	<p>HT/AS</p> <p>AS</p> <p>AS</p>	<p>Apr/ May</p> <p>asap</p>
15.	<p>Matters arising from the FGB held on 6 December 2017</p> <p>AS stated that all the action points that were raised at the FGB meeting held on 6 December 2017 have been covered during this meeting with the exception of the following actions that are pending/ not yet completed;</p> <p>a) The TOR updated document for the Resources committee is still an outstanding action point. Action JK</p> <p>b) AS stated that the changes to the school website have been</p>	JK	asap



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 19 March 2018, at 5.30pm.

	<p>undertaken but the Governor Zone needs to be updated. She will look at this with the clerk during the Easter break. Action AS/clerk</p> <p>c) AS stated that the Church will allow a school noticeboard to be set up in the church. Action AS</p> <p>d) All governors were reminded to complete their skills audit and update their training log. Action – All governors</p>	<p>AS/clerk</p> <p>AS</p> <p>All govs</p>	
16.	<p>Dates and times of next meeting and other dates for the diary</p> <p>The next GB meetings have been arranged for;</p> <p>Monday 21 May 2018 at 5.30pm Wednesday 11 July 2018 at 5.30pm</p>		
17.	<p>Any Other Urgent Business</p> <p>JD spoke to governors about the Queens Park Day on Sunday 16 September. JD stated that there are a number of diverse stalls at the event and she suggested the school may want to have a stall to promote the school. Governors were asked to consider some fund-raising suggestions to promote the school at this event. Action JK to contact PSA</p>	<p>JK contact</p> <p>PSA</p>	
	<p>DF left at 7.50pm and was thanked for attending the meeting. HT asked if DHT could remain for the confidential part of this meeting (and future meetings) as she would be his representative if he was unavailable to attend any future meetings. All governors agreed to this request.</p>		
	<p>The public meeting closed at 7.50pm</p>		

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Monday 19 March 2018 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