



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.

AGENDA ITEM	ACTION POINT	BY WHOM	DATE
3	AS will follow up with the LDBS for the change in status for BC/LB where hopefully the change can be approved at the next GB. <b>Action AS</b>	AS	By 24 <sup>th</sup> May
5f	AS agreed to send the GB information for HT to include in the SEIP document. <b>Action AS</b>	AS	Urgent
5f	HT will update the key priorities on page 7 of the SEIP document and amend the location of being within the Willesden Green area. <b>Action HT</b>	HT	
5g	HT stated he will update the PPG report and include information as to the staff lead and the review implementation columns. <b>Action HT</b>	HT	End May
5h	HT will include the most common themes from responses within an updated vision and values statement to be presented at the next GB meeting. <b>Action – All Governors</b>	All Governors	
6a	AS reminded governors to complete the financial skills audit that was sent out by JK ASAP. <b>Action – All Governors</b>	All Governors	
6c	AS suggested that she and the HT would talk to the LDBS to ensure that correct procedures for the use of the Parish Trust fund are in place and followed. <b>Action AS/HT</b>	AS/HT	
8	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. <b>Action JK/clerk</b>	JK/clerk	
11b	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. <b>Action RT</b>	RT	asap
11c	HT asked for a governor volunteer to look at the Accessibility Plan Policy, with RG agreeing to look at this document mid to end of May 2018. <b>Action RG</b> HT will bring the updated policy and plans to the GB meeting in July 2018 for approval <b>Action HT</b>	RT HT	End May 18 July 18
11f	AS asked all governors to check the Primary Schools Admission		



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	Criteria for the 2020/21 academic year – and any suggested amendments would need to be raised at the Summer term GB meeting. <b>Action – All Governors</b>	<b>All Governors</b>	<b>By June</b>
<b>12</b>	RT agreed to send DF and the clerk the log in details for The Key website. <b>Action RT</b>	<b>RT</b>	<b>ASAP</b>
<b>13</b>	AS asked all governors to inform RT of any safeguarding training that they have undertaken. <b>Action – All Governors</b>	<b>All Governors</b>	<b>urgent</b>
<b>13</b>	AS also reminded governors to do the on line Prevent training session. The clerk agreed to re send the email outlining this training session. <b>Action - clerk</b>	<b>clerk</b>	<b>Urgent</b>
<b>14b</b>	AS and HT will look at the link governor roles and check they link to the SEIP priorities. <b>Action AS/HT</b>  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. <b>Action AS</b>  AS will speak to Robert Singh to reschedule the governors training session for a date after Easter. AS will email available dates to governors. <b>Action AS</b>	<b>AS/HT</b>  <b>AS</b>  <b>AS</b>	<b>May 18</b>  <b>ASAP</b>
<b>15a</b>	The TOR updated document for the resources committee is still an outstanding action point. <b>Action JK</b>	<b>JK</b>	<b>Asap</b>
<b>15b</b>	AS stated that the changes to the school website have been undertaken but the Governor Zone needs to be updated. She will look at this with the clerk during the Easter break. <b>Action AS/clerk</b>	<b>AS/clerk</b>	<b>April</b>
<b>15c</b>	AS stated that the Church will allow a school noticeboard to be set up in the church. <b>Action AS</b>	<b>AS</b>	<b>Summer term</b>
<b>15d</b>	All governors were reminded to complete their skills audits and update their training log. <b>Action – All Governors</b>	<b>All Govs</b>	<b>ASAP</b>
<b>17</b>	Queens Park open day – Governors were asked to consider some fund-raising suggestions to promote the school at this event. <b>Action JK to contact PSA</b>	<b>JK to contact PSA</b>	