



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Special Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6  
 7TE on Monday 21 May 2018, at 5.30pm.

### Attendees

Name	Initials	Attendance 02/10/17	Attendance 06/12/17	Attendance 19/03/18	Attendance 21/05/18
<b>Governors</b>					
<b>Headteacher (1)</b>					
Joy Donaldson (head teacher), ex officio	HT	Present	Present	Resigned	Resigned
James Kelly (head teacher)	HT	N/A	N/A	Present	Present
<b>Foundation ex officio (1)</b>					
Father Stephen France	Fr SF	Present	Apologies	Apologies	Apologies
<b>Foundation PCC (2)</b>					
Jason Kosky (Vice Chair)	JK	Present	Apologies	Part of meeting	Present
Alison Schulte(Chair)	AS	Present	Present	Present	Present
<b>Foundation Deanery Synod (1)</b>					
Robert Grover	RG	Present	Present	Present	Apologies
Dessy Ohanians	DO	Apologies	Present	Apologies	Apologies
<b>Foundation LDBS (2)</b>					
Keith Le Bihan	KLB	Present	Present	Present	Apologies
Lotis Bautista	LB	Present	Apologies	Present	Apologies
<b>LA (1)</b>					
Janis Denselow	JD	Present	Present	Present	Present
<b>Elected parents (2)</b>					
Vacancy					
Julie Harris	JH	Present	Present	Part of meeting	Present
<b>Elected staff (1)</b>					
Della Freedman	DF	N/A	Present	Present	Apologies
<b>Associate members (3)</b>					
Ben Catling	BC	Present	Present	Absent -No apologies	Apologies
Katie Tiller	KT	Apologies	Absent No apologies	Apologies	Absent – No Apologies
<b>Observer/advisers</b>					
Preeya Patel, Deputy Headteacher	DHT	Present	Present	Present	Present
Ruby Tasheira, School Business Manager (SBM)	RT	Present	Present	Present	Present
<b>Clerk</b>					
Lynda Rees	Clerk	Present	Present	Present	Present

### Part one - public

Item	Who	When
<b>1. Welcome, Opening Prayer and Apologies for Absence</b>  The chair welcomed everyone to this GB meeting and opened the meeting with a prayer. Apologies were received from Dessy Ohanians, Della Freedman, Keith LeBihan,		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Special Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6  
 7TE on Monday 21 May 2018, at 5.30pm.

	<p>and Lotis Bautista which had been notified to the clerk prior to the meeting. The clerk also received last minute apologies from Ben Catling and Robert Grover. These apologies were accepted by all in attendance at the meeting.</p> <p>AS stated that Father Stephen was still off on a long-term absence and would not be back as a governor for the foreseeable future (see confidential minutes).</p> <p>AS stated that due to the unexpectedly high level of governor absences, several of which were received at the last minute, the meeting would be inquorate.</p> <p>However, after a phone call Julie kindly agreed to attend later in the evening to enable the meeting to be quorate for the approval of the budget.</p> <p>The format of the agenda items was therefore changed to enable the budget discussions/approval to be quorate.</p> <p><b>JK left the meeting at this stage to go to pick up JH and bring her to the meeting.</b></p>		
<p>2.</p>	<p><b>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</b></p> <p>There were no declarations of interest for any items on this agenda.</p>		
<p>3.</p>	<p><b>Dates and times of next meeting and other dates for the diary</b></p> <p>AS stated that the next GB meeting is on Wednesday 11 July 2018 at 5.30pm with a governors training day arranged for Wednesday 10 July 2018.</p> <p>HT confirmed the Performance Committee meeting rescheduled for Wednesday 20 June 2018 will commence at 9.30am.</p> <p>HT explained that the dates for the GB and subcommittee meetings for the next academic year can be set once the school's planning calendar has been completed. This will enable the dates of the committee meetings to link more closely to the school's calendar of self-evaluation and review.</p> <p>HT will have the suggested committee meeting dates ready for the 11 July GB meeting.</p> <p style="text-align: right;"><b>Action HT</b></p>	<p><b>HT</b></p>	<p><b>July</b></p>
<p>4.</p>	<p><b>Update on Governors Training day on 3 May 2018</b></p> <p>AS thanked JK, JD, DO for attending the governors training session held at the school on Thursday 3 May 2018. AS explained that the morning session was led by Robert Singh from BSP and looked at the values/ key features of governance and also focussed on vision setting and the strategic functions of a GB.</p> <p>AS stated that Robert Singh was very complimentary about the GB and remarked that the school seems to have an effective GB that asks questions about underperformance and regularly asks challenging questions at meetings and during visits.</p> <p>AS stated that the session also looked at the school data and the governors' accountability to monitor the data through the IDSR reports that are presented and spoke about safeguarding arrangements for schools.</p> <p><b>JD asked about the curriculum and KS2 and whether there are periods where it can be creative and fun.</b></p> <p>DHT stated that up to the SATS tests – the focus is covering the curriculum in preparation for the SATS tests – but afterwards the focus will still be on the curriculum but will be more on creative topics.</p>		



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
**Special Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6  
 7TE on Monday 21 May 2018, at 5.30pm.

<p>JD asked whether the new beginnings programme is taught for Early Years pupils with HT stating that the school uses the new beginnings framework but has it open ended so the school can see progression through Nursery to Reception. AS suggested that the Performance Committee can follow up on the school's curriculum models in more detail.</p> <p>HT suggested that the subject coordinators could bring a report to outline the key school targets to the Performance committee. He added that as the meeting is during the day – staff can be released from the class to do presentations to governors.</p> <p>JD asked whether there is a curriculum statement included on the school's website with HT stating this needs to be updated but he will circulate to governors once updated.</p> <p style="text-align: right;"><b>Action HT</b></p>		
<p>AS stated that she has sent the training materials used at the 3rd May training day to all governors which includes a set of Ofsted questions for governors. AS would like to send a selection of the questions to each governor so that they can complete and discuss the answers at the next GB meeting. AS will send the questions to all governors in advance of the GB meeting on 11 July 2018.</p> <p style="text-align: right;"><b>Action AS</b></p>	HT	
<p>AS stated that she and JK went through the Governors strategic plan and updated the RAG ratings and added a few more actions following the training session. AS added that she will write/phone each governor to obtain an update on their role/link governor work and commitment to the GB.</p> <p style="text-align: right;"><b>Action AS</b></p>	AS	
<p>AS added that JK has prepared a letter for the school to circulate to parents to advertise the vacant parent governor role that still exists on the GB.</p> <p style="text-align: right;"><b>Action JK</b></p>	AS	Late June '18
<p>AS added that JK will look to work on forging stronger links with the GB and PSA to help promote the school, which is also an action point in the governor strategic plan.</p>	JK	Asap
<p>AS added that she would like to prepare a governor's annual calendar and work plan that links to the school with their cycle/calendar.</p> <p>AS stated that it is important that governors look at keeping up to date with their training/ professional development for their governor role and to look at the courses being offered by Best Brent and LDBS – for example the Safeguarding course for Prevent and courses on governor roles and responsibilities.</p>	AS	Final FGB
<p>JD asked about how often governors would be expected to book on a course they had already attended in the previous year – for example is the Prevent training an annual requirement for governors.</p>	All govs	
<p>DHT stated that for staff it is an annual requirement but AS stated that the previous HT had asked all governors to do the on-line training session. JD has completed the on line prevent course and will look at the course dates and her availability for the safer recruitment training session.</p> <p>HT stated that he will look at organising a safeguarding training session for governors.</p> <p style="text-align: right;"><b>Action HT</b></p>		
<p><b>JK returned and JH arrived at 6.05pm</b></p>		
<p>HT asked governors to accept that the Chair of GB signs off the Risk Assessment that is being prepared for the Year 6 Residential trip that is being held in July</p>	HT	



	<p>2018. Governors in attendance agreed that the Chair of Governors could sign the Year 6 Residential trip risk statement on behalf of the GB.</p>		
5.	<p><b>Finance and Resources Report</b> <b>a) 2017/18 outturn</b></p> <p>JK stated that the Resources Committee governors went through the 2017/18 outturn figures in detail together with the documents for the 3 year budget plans at their meeting on 10 May 2018.</p> <p>JK added that the Resources committee governors accepted the end of year figures and the cumulative surplus figure of £171,024.</p> <p>JD asked whether the LA would look to claw back any part of the surplus balance with RT confirming the school keeps the full surplus balance.</p> <p>JH confirmed she was happy with the figures for 2017/18.</p> <p>JD asked what the staffing percentage was with RT explaining that this percentage is usually calculated based on the budget share income and also the total income figure. RT explained that the total income figure is 80 to 85% with the budget share income figure being 95%.</p> <p>RT stated that the staffing budget is not sustainable based on just the budget share income and the additional income like PPG/sports grant/UIFSM is needed to support the total budgets for the school.</p> <p>RT explained to governors that the 2017/18 surplus figure of £171,024 includes £75k receipt in advance from the sale of the Clarence Road building and this has been committed for the playground project and nursery provision in 2018/19. This would then leave the real surplus position as being £96,024 which shows the school had an in year surplus of £10k.</p> <p>All governors agreed the 2017/18 outturn position.</p> <p><b>b) 2018/19 final budget and draft budgets 2019/20 and 2020/21</b></p> <p>JK thanked RT on behalf of the GB for the tremendous work she had undertaken in preparing the budget figures for the 3 year budget plans.</p> <p>JK explained to governors that the Resources committee unanimously agreed to approving the final budget for 2018/19 and for its ratification at this special GB meeting.</p> <p>JK added that the Resources Committee governors understood the need to review the 2019/20 and 2020/21 draft budgets (as they are showing deficit balances) at future Resources Committee meetings and this will be a standing agenda item to keep these budget projections under review.</p> <p>RT took governors through the 2018/19 final budget spreadsheet and outlined the following points to note;</p>		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Special Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6  
7TE on Monday 21 May 2018, at 5.30pm.

- The 3 year budgets have been based on the previous year's expenditure costings plus the inflation of 4% as recommended by the LA
- The school has seen a 6% increase in the budget share funding in 2018/19 due to the change in the early years funding (£43k to £115k)
- The teaching and support staff salaries include the on cost percentages which is 16.48% for teachers and 48% for support staff
- The budget figures include all the known budget pressures – for example – pay awards, EHCP expenditure and funding, implementing the new curriculum, auto enrollment etc
- The 2018/19 staffing outlines the 10 teachers who are on MPS and UPS and the school will have a SCITT student this year
- The TA salary costs have increased which has been balanced by a reduced spend on agency
- The admin staffing budget has slightly increased due to having 3 members of staff for 2018/19 when the previous year had 2.5.
- Agency teachers includes the current teacher vacancy with an approximate figure of £12k for contingency – which will need to be monitored very tightly to keep within the budget
- The Brent Music provision has increased for 2018/19 – the Music cool provision has been extended for Early years to Year 6 than just a selection of year groups
- Training budget has remained at the previous budget level although the school have looked to streamline the providers for training
- The general maintenance budget of £13k includes £5k for LDBS governors 10% liability fund and £8k for general maintenance – which will need to be closely monitored. The school has received £120 from parents for the governors fund – so the school will need to pay the 10% figure due.
- The grounds maintenance budget of £66,218 includes the commitment for the playground project from the Clarence road sale.
- For utilities – the school are using Kent CC which have been arranged by the LA for best value outcomes and the other supplies and services have a 4% inflation increase based on the previous year
- The cleaning contract includes an additional cleaner
- Educational equipment and materials – includes the creative curriculum and maths mastery programmes
- The ICT hardware budget includes a commitment for the replacement server in 2019/20
- The professional fees budget includes the core LDBS services and the GDPR requirements
- The ICT support contract will be continued at the current service of 0.5 day per week



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Special Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6  
 7TE on Monday 21 May 2018, at 5.30pm.

- Pupil meals budget is based on the year end figure – which shows the uptake increase by pupils
- The school has moved from the LA HR support contract to the LDBS
- The Pupil Premium grant income figure is currently a provisional figure as the LA should confirm this figure in June 2018.
- PE grant income figure has doubled from last year

**Questions raised by governors**

JD asked whether all the known pay awards are included in the salary budget figures.

RT stated that the on cost for support staff is 33.8% this year and 35% next year plus NI contributions of 13.8% which is 48% in addition to the staff salaries.

Teachers are 16.48% pensions and 13.8 for NI.

RT explained that the pension costs for support staff are higher than other LAs which she believes is a historical cost linked to the pension fund administration and investment.

JD stated the increase in on costs for Brent schools impacts upon the ability for schools to be able to afford the London Living wage recommendations by LA and LDBS.

HT agreed to speak to a school's forum representative to see if the issue of the support staff on cost figures can be discussed at a future school's forum meeting.

**Action HT**

RT also informed governors that the schools were notified recently of the pay awards agreed by the NJC, LA and the Unions for support staff pay – which is a sliding scale figure from 10% to 2% for the scale points. This would mean the very low paid staff receiving 10% through to scale point 20 and above receiving 2%. Governors were asked to ratify the decision to use the pay awards that had been recommended by the LA, Unions and NJC which was accepted by governors.

HT

JH asked why the governors maintenance fund contributions are so low (£120) with RT confirming that letters have been sent to parents every term, but the money has not been forthcoming.

JK added that he, JH and AS have attended parent consultation evenings to outline to parents what the money will be used for so that parents are aware of the projects the school would like to undertake.

HT added that a revised letter is being prepared to state what the money will be used for and hopes that this may encourage parents to pay into the governor's maintenance fund.

**Action HT**

AS asked whether the letter can be included in the information pack given to the new pupil intake, so the parents can see that it is an expected contribution to the governor's fund.

RT stated that the playground can now be transformed thanks to the donation from the sale of Clarence Road building with the work due to be undertaken during the summer holiday period.

JH asked whether the school could save on electricity costs by installing solar

HT

**By  
end of  
term**



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Special Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6  
 7TE on Monday 21 May 2018, at 5.30pm.

	<p><b>panels</b> with HT stating that it often takes a number of years until the schools start to see some financial savings.</p> <p>JD informed governors of an initiative in the local community for Brent residents which includes a project being run by IKEA on behalf of the council. She explained that it is a project on behalf of the Mayor of London which is administered through the LA's for residents. JD agreed to look into this project to see if schools are eligible to apply for the facility for the provision of solar panels for the school.</p> <p><b>Action JD</b></p> <p>AS asked how governors were required to vote on the 3 year budget plans. JK stated that as Chair of Resources he had worked very closely with RT and scrutinised the figures for the final 2018/19 budget. Governors at the Resources committee on 10 May 2018 had also asked extensive questions and looked at the figures in detail and agreed to approve the 2018/19 final budget. For the draft budgets for 2019/20 and 2020/21 they show a deficit of £113k and £340k respectively and governors are aware that a deficit budget cannot be approved at this stage.</p> <p>Governors therefore agreed to ratify the decision to approve the final budget for 2018/19 on the understanding that further work will be undertaken on reviewing the income and expenditure of the 2<sup>nd</sup> and 3<sup>rd</sup> year draft budgets, with further updates being brought to the Resources committee and GB meetings each term. AS added that on behalf of the GB she would like to thank the Chair of Resources and RT for all their hard work in scrutinising the budget figures and particularly RT for the review of the service contracts for VFM/best value.</p> <p>AS also thanked BC for all his work on PPG and benchmarking and the visits made to the school during the year to support the budget.</p>	JD	
6.	<p><b>AOB</b></p> <p>AS mentioned that the clerk had agreed to administer the training log for governors and a template has been produced for governors to complete. AS will circulate the template in advance of the next GB meeting. <b>Action AS</b></p> <p>AS gave thanks to JH for attending the meeting at short notice and enabling the meeting to be quorate.</p> <p>The staff members – RT and DHT were thanked for their contributions at the meeting and for their commitment and hard work to support the Governing Board.</p> <p>RT and DHT left the meeting at 6.55pm</p>	AS	By FGB
	<p><b>The public meeting closed at 6.55pm</b></p>		

**APPROVAL OF MINUTES BY THE CHAIR OF THE GB**

These minutes are an accurate representation of the Special GB meeting which took place on



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Special Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6  
7TE on Monday 21 May 2018, at 5.30pm.

Monday 21 May 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