



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.

AGENDA ITEM	ACTION POINT	BY WHOM	DATE
3	HT will have the suggested committee meeting dates ready for the 11 July GB meeting. Action HT	HT	July
4	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. Action HT	HT	asap
4	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 Action AS	AS	End June
4	AS added that she will write/phone each governor to obtain an update on their role/link governor work and commitment to the GB. Action AS 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. Action JK	AS JK	End June 2018
4	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. Action AS 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. Action – All governors	AS All gavs	July GB
4	HT stated that he will look at organising a safeguarding training session for governors. Action HT	HT	July ?
5b	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	HT	



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5b	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. Action JD	JD	
5b	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	HT	
6	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. Action AS	AS	By FGB
Confidential minutes	JD offered to help formalise the support staff PM policy. Action HT/JD	HT/JD	