



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 11 July 2018, at 5.00pm.

Attendees

Name	Initials	Attendance 02/10/17	Attendance 06/12/17	Attendance 19/03/18	Attendance 21/05/18	Attendance 11/07/18
Governors						
Headteacher (1)						
Joy Donaldson (head teacher), ex officio	HT	Present	Present	Resigned	Resigned	Resigned
James Kelly (head teacher)	HT	N/A	N/A	Present	Present	Present
Foundation ex officio (1)						
Father Stephen France	Fr SF	Present	Apologies	Apologies	Apologies	No
Foundation PCC (2)						
Jason Kosky (Vice Chair)	JK	Present	Apologies	Part of meeting	Present	Present
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (1)						
Robert Grover	RG	Present	Present	Present	Apologies	Present
Dessy Ohanians	DO	Apologies	Present	Apologies	Apologies	Present
Foundation LDBS (2)						
Keith Le Bihan	KLB	Present	Present	Present	Apologies	Present
Lotis Bautista	LB	Present	Apologies	Present	Apologies	Part of meeting
LA (1)						
Janis Denselow	JD	Present	Present	Present	Present	Present
Elected parents (2)						
Vacancy						
Julie Harris	JH	Present	Present	Part of meeting	Present	Apologies
Elected staff (1)						
Della Freedman	DF	N/A	Present	Present	Apologies	Present
Associate members (3)						
Ben Catling	BC	Present	Present	Absent -No apologies	Apologies	Present
Katie Tiller	KT	Apologies	Absent No apologies	Apologies	Absent – No Apologies	Apologies
Observer/advisers						
Preeya Patel, Deputy Headteacher	DHT	Present	Present	Present	Present	Present
Ruby Tasheira, School Business Manager (SBM)	RT	Present	Present	Present	Present	Present
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item		Who	When
1.	<p>Welcome, Opening Prayer and Apologies for Absence</p> <p>The chair welcomed everyone to this GB meeting and opened the meeting with a prayer.</p> <p>Apologies were received from Julie Harris and Katie Tiller which were accepted by all in attendance at the meeting.</p>		



<p>2.</p>	<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>		
<p>3.</p>	<p>Governing Board Changes</p> <p>AS explained to governors BC has been appointed to a full governor role by the Deanery Synod.</p> <p>DO has also given in her resignation from the GB (Deanery Synod) as she is relocating to Hertfordshire and will no longer be able to attend the meetings.</p> <p>AS added that DO has given tremendous commitment to the GB since she has been a governor for the last 2 years. In particular her work on the marketing strategy had a direct result in increasing the numbers in the nursery setting.</p> <p>AS added that JH has also given in her resignation due to a chronic health condition and is therefore unable to continue in her governor role.</p> <p>AS stated that JH had contributed in her role as governor towards the behaviour audits conducted by the school/GB.</p> <p>AS added that KT has also decided to step down from her role as associate governor due to her increased work commitments together with her recent promotion to Head of Languages in a secondary school.</p> <p>LB would also like to remain on the GB but a change of status from full governor to associate member had been proposed and was supported by the Board as she is unable to contribute as much as she would like in a full governor role and has had difficulty attending meetings.</p> <p>AS stated that LB had repeated a request to be allowed to be “present” at meetings using remote technology (e.g. Skype, Facetime). Governors asked whether the school had the facility to allow this – but HT stated that the technology may not allow this to happen on a consistent basis and there would be other issues around confidentiality.</p> <p>Governors therefore approved that LB be voted in as an associate member on the Christchurch Governing Board with effect from September.</p> <p>AS added that with the latest resignations, the GB now has vacancies for 2 parent governors, 2 associate members (counting the one released by BC) and the vacancy due to FrSF’s continued absence has not been resolved despite contact with the Archdeacon and the LDBS so will need to look actively at filling these vacancies in the autumn term. She will contact the LDBS about Lotis’s position which is a LDBS role.</p>		
<p>4.</p>	<p>Minutes of Previous GB meeting held on 19 March 2018</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>		
<p>5.</p>	<p>Minutes of the Special GB meeting held on 21 May 2018</p> <p>The minutes were reviewed, and governors agreed they were an accurate reflection</p>		



of the meeting, discussions and decisions taken and were formally signed by the chair.

6. Headteachers End of Year briefing report

The HT gave an overview of the academic year and highlighted the key points as follows;

- A detailed review of the school data has been undertaken by the Performance committee on 20 June 2018 which also included presentations by the Maths, Literacy and Science leaders
- The school has 207 pupils currently on roll which is an increase of 5 pupils since the Performance committee
- The high mobility continues to be a challenge for the school with 48 pupils arriving in year and 28 leaving. Last year the school had 66 pupils arriving and 19 leaving.
- The exclusions figures are lower than the previous year – with 4 events for 3 pupils (one pupil having a fixed term exclusion twice) with 3 pupils having a one-day exclusion and one pupil having a 2-day fixed exclusion.
- The Pupils’ behaviour has been very good with these cases of exclusion being for extreme violent behavior
- The Destination Reader programme is a specific supported reading programme that is used by teachers which is showing very positive results
- The Maths Mastery programme is in place within Reception and Year 1 classes and parts of this programme is used within the other year groups within the school which is giving pupils skills in basic skills and knowledge for Maths
- DF as science leader explained to governors the changes in the science curriculum and their assessment and impact outcomes with standards being secure and solid
- For RE – the curriculum and assessment focus will be on the LDBS curriculum framework which has been adopted by the school – from September this will be rolled out across the whole school with the KPI’s being based on learning about the Christian faith and other religions
- For Humanities subjects – George will be leading on this with his specific knowledge and skills focus
- The LA review took place on 19 June 2018 – the summary of the outcomes and next steps for the school have been attached with the GB documentation circulated to all governors

The end of year data is given below, with the comparison data for 2017;

	2018	2017
EYFS GLD	64%	78%
KS1 – Phonics	95%	81%



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 11 July 2018, at 5.00pm.

KS1 – Combined Phonics (Yr1 &2)		92%	89%
KS1 - Reading		69%	87%
KS1 - Maths		69%	87%
KS1 - Writing		69%	87%
KS1 – Combined		65%	87%
KS2 - Reading		79%	73%
KS2 – Writing		82%	81%
KS2 - Maths		86%	65%
KS2 - SPAG		86%	88%
KS2 - Combined		68%	58%

For GLD – there were 7 pupils that were not able to access the GLD level – who were either SEN or EAL pupils, but the school can show that interventions have been put in place for these pupils.

BC asked about the underperformance for KS1 when compared to 2017 results?

HT explained that for Year 2 – at the end of the Autumn term – the pupils were graded being between 30/40% to achieve the expected standard. The pupils have increased this percentage to 69% in 2 terms which is a really excellent achievement. This is due to the extra work and support put in by Preeya, Sarah and Uzy who have done a sterling job in rebuilding the Year 2 class after the class teacher left at the end of the autumn term. The new class teacher (Phillip) has worked really hard to condense the national curriculum requirements within the 2 terms rather than having 3 terms to meet the expected targets and outcomes.

DF added that this was a very tough cohort with 69% being boys and 81% EAL and the teacher has done a very good job to achieve the end of year results.

AS added that the improvement in percentages from the Autumn term for Year 2 have been very pleasing but asked about the strategy that will be put in place for the boy's cohort as they move into Year 3.

DHT explained that the boys are out- performing girls except for writing – and this will be reviewed with support put in place.

RG asked about the EAL pupils who may be struggling, with DHT explaining that boosters and additional interventions are put in place, but this is limited where parents cannot speak English to support the children at home.

HT added that the use of the TA's has been reviewed for the new academic year and they will be in the class in the morning and targeted for specific interventions for the afternoon sessions.

AS asked how the TA's will be prepared for this change?

HT stated that the TA's will receive PDM sessions – similar to teachers which will be weekly training sessions on interventions or specific strategies to help them support pupils in the afternoon sessions.

JD asked whether the training sessions will be after school or during school time – with HT explaining that the sessions are likely to be during school time – for example on a Friday morning.

AS asked about having effective strategies in place for the EAL pupils with HT confirming that the school are looking at resources to support these pupils.

RG added that the KS2 results, are very encouraging after so many years with the 86% for maths being an excellent result.



HT informed governors that the Year 2 progress summary is in line with expectations; For Year 1 - Reading is above, Writing and Maths progress are below. However, achievement is in line with expected: Reading =91%, Writing= 73%, Maths = 82% and for Year 6 progress is above the expected standards.

HT added that challenge and scaffolding will be put in place next term for the more able pupils.

RG added that previous data results showed that GD was minimal, but the latest data shows that these results have started to improve.

DHT added that the expectations of the curriculum have changed as the current Year 6 curriculum used to be the Years 7/8 curriculum levels. She added that the Year 6 LA moderation evidenced that the Year 6 teachers are aware of the GD levels and how these can be measured.

AS suggested that the Performance committee in the Autumn term looks more in depth of the end of year outcomes and then reports back to the December FGB.

Action – Chair Performance cttee

**Chair –
Perf cttee**

Next Steps

- Introduction of target tracker to store data electronically to measure progress and attainment across the year and the whole school
- The introduction of the target tracker programme will help identify interventions that are needed
- HT and DHT can see the KPI progress across the whole school from the target tracker programme

LA review outcomes and next steps

Positive outcomes

- Teaching and learning
- Marking and feedback
- Safe, healthy children
- Motivated staff – middle leaders know the subjects
- Effective Governance

Next Steps

- Paperwork and systems (format for SEF/SEIP)
- Vision and driving forward – all having the same vision
- Improve provision for early years
- Rapid improvement Group (RIG) – Alison Loffler to meet regularly with HT/DHT
- Regular drop ins for T&L
- RIG – will be to address short, sharp fixes

AS had spoken to John Galligan who has stated that the RIG will be on focussed areas and will be likely to be in place for one term only.

KLB asked about the Rapid Improvement Group which seems a great idea but how



will this resource be managed?

HT explained that the school will be supported by Alison Loffler from the LA who is a very experienced education specialist.

Music Provision

- BMS is being spread across the year groups for the next academic year from Nursery to Year 6 instead of Year 2 to Year 6.
- A selection of Year 4 and Year 5 pupils attended the Brent Makes Music concert at Wembley arena which was a huge success and the pupils were excellent and the school was very proud of their achievement.

LB arrived at 6.00pm

Science provision

- Pupils have been involved in science fairs and exhibitions during the summer term.
- Science activities have included a focus on the arctic theme – with visits from an arctic explorer and Zoo lab – where pupils can see real animals and produced posters on the animals they saw.
- The school has been awarded the Primary Science Gilt mark with thanks going to Della for all her hard work in obtaining this award.

Events in school

- World book day on 1 March 2018
- Royal wedding party – with a street party organized within the school
- Sayers Croft residential trip for year 6
- Lots of day trips and visits were undertaken by the year groups to places of interest which included museums and a tour bus around London

Looking Forward

- Preparing for Ofsted
- Rapid Improvement Group outcomes and action plan
- Community links building
- Governors continuing to support and challenge
- Rising rolls – look at ways to increase pupil numbers
- Increased standards
- Secure staffing – healthy place to work for all
- Trial NFER system for reception pupils
- Head for Outstanding

School Vision

HT spoke to governors about the responses to the school vision. From the response received all primarily link to the going for gold with faith.

HT added that the school will also link the vision with the SIAMS framework using a suitable bible passage.

HT stated that Corinthians 8:7 would seem a suitable passage to use as it links with



going for gold with faith and covers wisdom, friendship, compassion, forgiveness and friendship.

Governors thanked the head teacher for his hard work and commitment since joining the school in January 2018 and asked to convey their thanks to all staff for their hard work this year.

Review of the draft Uniform Policy

Governors had an in-depth review of the draft uniform policy that was circulated prior to the meeting.

HT explained that the uniform of the school needs to be standardised as currently there are too many variations being presented by pupils under the current uniform rules.

HT explained that he would like a standardised dress code for the uniform that consists of tartan skirts for girls and trousers for boys and shirts, ties and regulation shoes (not trainers or similar).

As a parent and governor at the school, JK had been approached by some parents who wanted to put their concerns to the GB regarding the proposed change in the uniform policy and dress code.

JK explained that some parents were concerned about the affordability of the new uniform especially where they had recently purchased the current uniform.

HT stated that there will be a payment plan that parents can sign up to and spread the cost of the uniform purchases. The school will also pay for the first tie for each pupil.

HT added that he will ask whether the Year 6 parents will consider donating their uniforms once they leave the school.

KLB asked where the debt will lie if a parent defaulted on their payment plan for the uniform purchases?

JK added that some parents had raised concerns that girls would want to wear trousers rather than the tartan skirts and there may be some parents who may prefer their daughter to wear trousers for religious reasons.

HT stated that he had not received any adverse comments regarding the change in uniform due to religious reasons. He added that the 35 signatures on a questionnaire circulated by a parent predominately were about choice with none citing religious reasons.

JK questioned whether the tartan skirts will be too hot and heavy in the summer months with HT explaining the material will be the same grey/green cotton skirts with a tartan pattern.

KLB added that he understands that a dress code is important but thought there should be some flexibility if girls want to wear either trousers or a skirt.

HT stated that other schools have a strict uniform policy that works effectively and speaking to other head teachers the discussions at the beginning often brings some resistance from a small section of the school community.

KLB asked when the new uniform will be effective from as a gradual phasing in of the new uniform may help some parents.

HT stated that the timescale would be effective from September for the shirt and tie with the full uniform requirements being in place by December 2018.

DF added that the staff are 100% behind the decision which will result in greater



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 11 July 2018, at 5.00pm.

	<p>responsibility for pupils and should lead to an improvement in behaviour.</p> <p>AS asked governors to summarise the discussions and to vote on the new uniform policy that has been circulated. She added that although there have been 35 signatures on the questionnaire from parents/carers (including a few by their children) requesting that girls can choose between trousers and skirts, the GB needs to confirm whether they are fully supportive of the uniform changes which will reinforce the ethos and standards for the school, but the governors do understand the reservations expressed by a small minority of parents. Governors were reminded that the uniform had not effectively changed apart from the introduction of a shirt and tie for all years from Year 1 upwards – the policy represents tightening up of standards.</p> <p>LB stated that she feels the uniform is a positive marketing policy for the school and a smart uniform reflects high standards instilled by the school.</p> <p>KLB added that he feels that there should be a skirt and trousers choice for girls.</p> <p>AS asked governors to ratify the uniform policy which was approved by the majority of the governors in attendance.</p> <p>AS said that she and the vice chair would be willing to attend a meeting with the HT and the parents who had signed the paper in the last week of term. Action AS/HT</p>	AS/HT	
7.	<p>Verbal report from Performance Committee</p> <p>AS informed governors that the draft reports for the Performance held on 20 June 2018 are currently being reviewed and the final minutes will be circulated to governors when ready.</p> <p>AS added that the 3 reports presented by the subject leaders at the Performance committee together with the LA review day report – have been circulated with the GB documentation for governors to review.</p>		
8.	<p>Verbal report from Resources Committee</p> <p>The key items discussed at the Resources committee on 10 May 2018 were in respect of the 3 year budget plans and these were discussed and approved at the Special GB meeting held on 21 May 2018.</p> <p>AS added that governors have received the final minutes for both the 10 May Resources committee meeting and 21 May Special GB meeting with the paperwork for this GB meeting.</p>		
9.	<p>GDPR update</p> <p>HT stated that the school is undertaking a data audit which KLB as GDPR governor has reviewed and confirm that the school is on the right track for these processes.</p> <p>HT added that he will send all governors an email seeking their permission to allow their names and date of birth to be used for setting up school based email addresses by the school's IT provider. This will then allow the school email addresses to be used for governor correspondence from September 2018.</p> <p>HT will send an email to each governor to request this permission. Action HT</p>	Action HT	



<p>10.</p>	<p>Policies for Approval</p> <p>a) Safeguarding Policy HT informed governors that as part of the LA review day – the safeguarding policy was checked by the LA and the latest version is on the school website. This policy is due for further review in September 2018 and will be brought to the September Business meeting. Action HT/clerk to note</p> <p>AS added that there is an updated version of Keeping Children Safe in Education (KCSIE) which will be circulated to governors at the September meeting. Action HT/clerk to note</p> <p>b) Equalities Policy AS asked governors for any comments on this policy that was circulated prior to the meeting. LB asked about the red highlighted paragraph under section 5.2. HT agreed to re phase that paragraph before the final version is published.</p> <p>c) Accessibility Policy 2018-2021</p> <p>LB asked if the yellow highlighted paragraphs could be removed before the final version is published. KLB asked whether the costs will need to be identified and built into this policy document. AS agreed that an action plan will need to be prepared that will include the cost elements. HT suggested that the action plan and good practice guide be reviewed by the Resources committee. Action Chair and clerk to note</p> <p>d) PSHE and Citizenship Policy</p> <p>HT informed governors that the policy has been updated with further amendments since it was last presented to the Performance committee in June 2018. Mark Newton at the LDBS has been contacted and the introduction section of the policy has now been updated. HT added that the units in the curriculum and coverage is now in line with the school and the policy includes RSE as part of drugs awareness.</p> <p>All governors the adoption of the policies that were presented for review at this meeting and outlined above.</p>	<p>HT/clerk To note</p> <p>HT/clerk To note</p> <p>Chair/clerk to note</p>	
<p>11.</p>	<p>Governance</p> <p>AS updated governors on the training day held on 10 July 2018 which was attended by JD, JK, KLB and herself. AS stated that the Governors Strategic plan was reviewed and looked at the role of governors for their Strengths, areas for improvement and how governors support and challenge the school leadership team. AS stated that governors have looked again at the Strategic plan and its links to the</p>		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 11 July 2018, at 5.00pm.

	<p>SDP and this will be revisited again in September 2018. Action AS</p> <p>AS would like to review the link governor roles and identify tighter links to the school priorities – she will bring this as an action point to the Business meeting in September. Action AS</p> <p>AS added that the training session also looked at preparing for Ofsted and the impact of effective governance and the focus for link governor roles.</p> <p>AS stated that the strategic plan will be updated with the priorities and the latest RAG ratings.</p> <p>AS stated that as Chair of GB, she meets with the HT every week and she previously checked the SCR in May 2018 and will do another check in July before the end of term. Action AS</p> <p>AS has also met with a parent and resolved a complaint and took part in a learning walk with the year 3 class.</p> <p>AS asked all governors to update the training log summary sheets (2016-17 and 2017-2018) that had recently been circulated to all governors to enable the clerk to maintain a record of training/courses undertaken by governors. All Governors</p> <p>HT invited governors to the safeguarding training session that will be held on an inset training day (Monday 3 September) for all staff with Governors welcome to attend.</p>	<p>AS</p> <p>AS</p> <p>AS</p> <p>All governors</p>	
<p>12.</p>	<p>Calendar 2018/19 and Provisional dates of meetings</p> <p>HT circulated the provisional dates for the GB and service committees for the new academic year. These dates have been agreed with the clerk and the chair and align with the school calendar/priorities.</p> <p>The clerk agreed to circulate these dates to all governors. Action – clerk</p>	<p>Clerk</p>	
<p>13.</p>	<p>Clerking arrangements from 1 September 2018</p> <p>AS informed governors that she has reviewed the clerking contract with the HT for the new academic year.</p> <p>AS recommends to governors to continue to use Lynda Rees for the clerking services for the school for the period 1 September 2018 to 31 August 2018.</p> <p>All governors unanimously approved the clerking services contract for Lynda Rees for the 2018/19 academic year.</p>		
<p>14.</p>	<p>AOB</p> <p>a) Playground re development</p> <p>RT circulated 3 quotes that she had received for the playground re development project. The quotes have been provided by 3 experienced playground specialists – SOS; Play force and Creative Play.</p> <p>RT added that the quotes ranged from £58k to £83k and the proposed plans were shared with pupil voice for their input into the playground designs.</p>		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on Wednesday 11 July 2018, at 5.00pm.

	<p>RT added that the school would like to recommend that governors approve the quote from Play force which originally came in at £73k but with some modifications has been reduced to £61k (the pond has been put on hold until a future phase for development).</p> <p>All governors unanimously approved the quote submitted by Play force for the playground development project.</p> <p>JD asked about what will be happening with the school pond, with RT explaining that this will be restored as part of a future development project by the school.</p> <p>AS also informed governors that this would be Ruby's last GB meeting as she has accepted a new SBM post in a school in Harrow and will be leaving Christchurch at the end of the summer term.</p> <p>AS thanked Ruby on behalf of the Governing Board for all her hard work and commitment and service she has given the GB and the school over the last 12 years she has worked at the school.</p> <p>All governors gave Ruby their best wishes for her new role as a SBM in a Harrow school.</p>		
15.	<p>Matters arising from the FGB meeting held on 19 March 2018</p> <p>The majority of the action points have been addressed within this committee meeting and any outstanding action points will be identified for inclusion in the GB meeting scheduled for September 2018. Action – clerk to note</p>	Clerk to note	
16.	<p>Matters arising from Special GB meeting held on 21 May 2018</p> <p>The majority of the action points have been addressed within this committee meeting and any outstanding action points will be identified for inclusion in the GB meeting scheduled for September 2018. Action – clerk to note</p>	Clerk to note	
	<p>The public meeting closed at 6.55pm</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 Wednesday 11 July 2018 at Christchurch (Brondesbury) Church of England Primary school at 5.00pm.

Signed..... Date.....

Alison Schulte
 Chair of the GB
 Christ Church (Brondesbury) Church of England Primary School