



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.

Appendix 1

AGENDA ITEM	ACTION POINTS OUTSTANDING FROM 19 MARCH 2018 GB MEETING	BY WHOM	DATE
6c	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. Action AS/HT	AS/HT	
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. Action RT	RT	
13	AS asked all governors to inform RT of any safeguarding training that they have undertaken. Action – All Governors	All Governors	
13	AS also reminded governors to do the on line Prevent training session. The clerk did re send the email outlining this training session. Action – all Governors	All Governors	
14b	AS and HT will look at the link governor roles and check they link to the SEIP priorities. Action HT/AS	HT/AS	
	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	AS	
ACTION POINTS OUTSTANDING FROM 21 MAY 2018 GB MEETING			
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	
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	
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	



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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	
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	
Confidential Minutes	JD offered to help formalise the support staff PM policy. Action HT/JD	HT/JD	