



Attendees

Name	Initials	Attendance
Governors		
Headteacher (1)		
Joy Donaldson (head teacher), ex officio	JD	Present
Foundation ex officio (1)		
Father Stephen France	Fr SF	Present
Foundation PCC (2)		
Jason Kosky (Vice Chair)	JK	Present
Alison Schulte(Chair)	AS	Present
Foundation Deanery Synod (2)		
Robert Grover	RG	Absent
Mike Hutchinson	MH	Present
Foundation LDBS (2)		
Vacancy		
Lotis Bautista	LB	Present
LA (1)		
Janis Denselow	JD	Present
Elected parents (2)		
Vacancy		
Julie Harris	JH	Present
Elected staff (1)		
Louise Cullinane	LC	Present
Associate members (3)		
Ben Catling	BC	Absent
Dessy Ohanians	DO	Present
Katie Tiller	KT	Absent
Observer/advisers		
Keith Le Bihan	KLB	Absent
Preeya Patel, interim Deputy Headteacher_	iDHT	Present
Ruby Tasheira, School Business Manager (SBM)	SBM	Present
Narinder Nathan (National Leader of Governance (NLG))	NN	Present
Clerk		
Michael Thompson	Clerk	Present

Part one

Item		Who	When
1.	Welcome, opening prayer, introductions, apologies for absence, declarations of interest and notice of confidentiality		
1.1	Welcome and introductions - The outgoing Chair, Mike Hutchinson, welcomed all those in attendance. The Chair especially welcomed the		



	<p>NLG in attendance Narinder Nathan. She briefly introduced herself to the meeting and spoke about her skills, experience, expertise and her role following a request made to work with the governors. Governors welcomed her to the meeting and looked forward to working with her. The Chair also welcomed the newly appointed associate member, Dessy Ohanians, who was in fact in attendance at the last full meeting of the Board. She was asked to introduce herself for the benefit of the Board as some members of the Board were not in attendance at the previous meeting. Those in attendance introduced themselves individually for the benefit of both Narinder Nathan and Dessy Ohanians.</p>		
1.2	<p>Opening prayer – Father Stephen France commenced the meeting with an opening prayer.</p>		
1.3	<p>Apologies for absence – Apologies for absence were received from Robert Grover (Foundation Deanery Synod governor), Katie Tiller (Associate member) and Keith Le Bihan (LDBS governor yet to be appointed). There were no further apologies received. Ben Catling (Associate member) was expected to attend.</p>		
1.4	<p>Declarations of interest and notice of confidentiality - There were none received. The Chair reminded the meeting about the importance of ensuring that all discussions during both parts of the meeting should remain confidential unless otherwise stated.</p>		
2.	<p>Election of Chair</p>		
2.1	<p>The clerk invited nominations for the position of Chair. Nominations which were seconded were received for Alison Schulte and Jason Kosky. They both presented a supporting statement. The clerk facilitated a secret ballot amongst the governors in attendance. Based on the outcome of the votes Alison Schulte was duly elected to the position of Chair. She AGREED to accept the position and thanked governors for their support.</p>		
3.	<p>Election of Vice Chair</p>		
3.1	<p>It was noted that Jason Kosky was nominated and elected to the position of Vice Chair at the last full meeting of the Board. Therefore, no election for the position of Vice Chair was required.</p>		
4.	<p>NGA (National Governors' Association) Governors' Code of Conduct for adoption</p>		
4.1	<p>Governors AGREED to adopt the NGA's recommended code of conduct. The clerk AGREED to ensure that the document was personalised with the school's logo, which would then need to be signed and dated by the Chair as evidence of the agreement and for the governors' room.</p>	Clerk/Chair	asap
5.	<p>Register of business interest pro forma</p>		
5.1	<p>The register of business interest pro forma was despatched in advance of the meeting. Governors were asked to sign and date the declaration with any disclosure detailing their register of business interest pecuniary or otherwise. If nil governors should mark the pro forma with a "NIL RETURN", signed and dated. Governors and Associate</p>	Board/SBM	asap



	members AGREED to complete the pro forma for submission to the School Business Manager and retention at the school for the purposes of audit. Absent governors and associate member would also need to complete the proforma, which was despatched to them in advance.		
6.	Governors' Disclosure and Barring Service (DBS) checks (enhanced DBS applies to all governors and associate members from 1 September 2016, who do not already have one)		
6.1	Governors and Associate members were reminded about the importance of ensuring that their enhanced DBS checks were up-to-date. The link governor responsible for safeguarding would need to ensure that the DBS checks are up-to-date in line with the SCR (single central record). The interim link governor for safeguarding was currently the Vice Chair. This would be reviewed at the first Performance Committee meeting	Board/VC Chair	asap
7.	Publication of governors and Associate members information and attendance (academic year 2015/16) and DfE National database (Edubase) of governors to now apply to maintained schools previously applied to academies only		
7.1	Publication of governors' information and attendance academic year 2015/16 - Governors were advised that the annual publication of the governors' information and attendance for the previous year would be compiled by the clerk. The information would be shown on the school's website. It was noted that this was a statutory requirement. The clerk AGREED to ensure that the information was compiled for publication.	Clerk	asap
7.2	DfE National database (Edubase) of governors – Governors were advised that it was now a duty to enter their information on the DfE's database for all governors nationally on an encrypted system called Edubase. The clerk AGREED to ensure that the information was completed on Edubase. It was noted that such a duty previously applied to academy schools only, but now included all maintained schools, regardless of academy status.	Clerk	asap
7.3	Governors' attendance at the last full meeting of the Board – Governors who were unable to attend the last full meeting of the Board held on 21 July 2016, expressed concerns about the number of changes made to the original meeting date. This meant that they were unable to attend the meeting due to the late notice given and a clash with other diary commitments. It was decided that the governors' views regarding the changes to the meeting date should be recorded in the minutes. This was due to the fact that this would impact on the attendance record for the academic year 2015/16. The clerk AGREED to record the governors' views for the purpose of the minutes.	Clerk	asap
8.	Membership		
8.1	Governors were referred to the membership list despatched in advance with the agenda papers. Governors were reminded that this information was strictly private and confidential and not for use in and around the public domain.		



8.2	Vacancy for a parent governor (1) and governors' skills audit – There remained a vacancy for a parent governor. Governors suggested that a governors' skills audit took place to determine the Board's skills set and the need to fill any gaps in skills and areas for development. The School Business Manager AGREED to send the Chair the previous governors' skills audit compiled last year. Last year's audit was completed by the ex-governor and Vice Chair at the time Gill Wood.	SBM/Chair	asap
8.3	Governors' skills audit proforma – There was no need to complete the skills audit pro forma if one was completed in the last 6 months and there was nothing further to add. The clerk AGREED to circulate the proforma for completion and return to the Chair. The Chair AGREED to update the audit and produce a report. It was AGREED that the pro forma would be despatched tomorrow at the latest (29 September) for completion and return by 10 October .	Clerk/Chair Board	asap 10 October 2016
8.4	LA governor position (1) - Janis Denselow's term of office as a LA governor was due to end on 4 November 2016. She had decided not to stand for a further term of office. The Chair AGREED to make contact with the LA regarding suitable candidates. The Headteacher handed the Chair the LA's guidance for appointing LA governors and the pro forma.	Chair	asap
8.5	Foundation Deanery Synod governor vacancy (1) – Tonight's meeting was Mike Hutchinson's last meeting as a Foundation Deanery Synod governor. There was now a vacancy following his decision to resign. Father Stephen France advised the meeting that the position would need to be filled with a suitable candidate to be identified by the Area Dean. The next meeting of the Deanery Synod was scheduled to take place on 1 November 2016 . Father Stephen AGREED to advise the meeting, subject to the outcome of the governors' skills audit, to assist with recruiting the right person for the position. Associate Governors could be considered for the vacancies where appropriate.	Fr SF	asap
8.6	Foundation LDBS governor vacancy (1) - Keith Le Bihan was expected to take up the LDBS governor vacancy subject to confirmation from the LDBS. The clerk AGREED to again make contact with the LDBS regarding the vacancy.	Clerk	asap
Membership of the committees			
8.7	Children, Families and Community Committee - Lotis Bautista informed the meeting that she was a member of the Children, Families and Community Committee only. She AGREED to remain Chair of the committee.		
8.8	Performance Committee – The interim Deputy Headteacher was asked and AGREED to attend the committee's meetings as an adviser.	iDHT	Next meeting
8.9	Resources Committee – The Vice Chair AGREED to continue to Chair the meetings of the Resources Committee.	VC	Next meeting
8.10	Membership of the committees – It was AGREED to review the membership of the committees as some of the committees were heavier in membership than others. Governors AGREED to do so after the outcome of the governors' skills audit.	Board	Next full meeting of the Board



8.11	Attendance at meetings of the committees – Governors were reminded that they are permitted to attend all committee meetings of their choice. The Chair AGREED to attend all the scheduled meetings of the committees this term in order to gain a full overview of the work of the board.	Chair	All meetings of the committees
8.12	Link governors – It was AGREED that the link governor positions would remain subject to the outcome of the governors' skills audit. Governors AGREED to re-visit the link governor positions at the next full meeting of the Board to include areas of the SDP (School Development Plan) and Ofsted key areas.	Board	Next full meeting of the Board.
9.	LDBS guidance on the appointment of Foundation governors		
9.1	Governors were referred to and noted the LDBS guidance despatched with the agenda papers.		
	<u>Main Business Items:</u>		
10.	Headteacher's Briefing Report and review of RAG rated Annual Strategic Plan and specialist report		
10.1	Governors were referred to the Headteacher's Briefing Report despatched in advance with the agenda papers. The Headteacher spoke to the report adding extra comments and additional information. The Headteacher welcomed challenging questions to the report's contents in order to show evidence of the governors effectively holding the school to account.		
10.2	Numbers on roll – Governors were referred to the number of children on roll across the year groups, including leavers and their reasons for leaving.		
10.3	Pupil Premium (disadvantaged) figures – Governors asked the Headteacher why was there a difference in the Pupil Premium (disadvantaged) figures where in 2015/16 26% of the children on roll were Pupil Premium, attracting the sum of £95k whereas in 2016/17 30% of the children on roll were Pupil Premium, attracting the sum of £96.3k? The Headteacher said that the figures vary depending on the number of children on roll on the next census day (2016/17). The Headteacher AGREED to re-confirm the figures at the next full meeting of the Board.	HT	Next full meeting of the Board
10.4	New awards – Governors noted the new awards secured by the school during the previous academic year 2015/16. Governors congratulated the school on achieving the: <ul style="list-style-type: none"> • Bronze and GOLD STARS (Sustainable travel: Active Responsible Safe) award affirming the schools commitment to safer travel • Healthy Schools SILVER Award • Primary Quality Science Mark BRONZE Award. 		



10.5	<p>Premises – Governors were informed about the maintenance and improvements made to the premises during the summer holidays. Governors commented positively on the visible improvements, especially in the school’s reception foyer. The visible changes provided a more welcoming impression, improved security and reflected the school’s added commitment to safeguarding.</p>		
10.6	<p>Staffing – Governors were reminded that the school received two teaching staff resignations last term from the former Assistant Headteacher. She was successfully promoted to the position of Deputy Headteacher elsewhere. The part time EAL (English as an Additional Language) teacher resigned for personal reasons. Governors were advised about the changes to the staffing structure, which was approved by the Board prior to its implementation. The changes in staffing was noted as follows:</p> <ul style="list-style-type: none"> • Year 3 teacher is now the interim Deputy Headteacher • Reception teacher is now the EYFS year leader <p>The Inclusion co-coordinator is now the Strategic Manager for Inclusion and part of the Senior Leadership Team. The Headteacher explained that the restructure would ensure that the Leadership Team would remain good or better this year. Governors commented positively on the internal promotion of staff to leadership roles within the school and the fact that external promotions to senior posts reflected well on the school.</p>		
10.7	<p>Staffing (Teach First candidates and SCITT) – Two Teach First candidates were successfully appointed and are teaching in Reception and Year 3. A decision was made not to continue as an LDBS lead school. The school remains committed to training one SCITT teacher in Year 5 and a SCITT TA in Year 6.</p>		
10.7	<p>Staff attendance – Teaching staff attendance over the last 3 years was 91% (2013/14), 97% (2014/15) and 89% (2015/16).</p>		
10.8	<p>Partnerships – The school’s partnerships were noted as detailed in the Headteacher’s report. Governors commented positively on the partnerships fostered by the school.</p>		
10.9	<p>Focus for the year ahead 2016-17 (Finance) – The focus for the year ahead was detailed as follows:</p> <ul style="list-style-type: none"> • Continue to increase the number of children on roll • Secure Healthy Schools GOLD award and Science SILVER • Successful induction of interim leaders, SCITT and Teach First students • Continue to forge partnerships with other schools • Secure additional funding. <p>It was noted that the governors’ Strategy Group would need to look at</p>		



	and approve a governors' annual plan (in line with the focus for the year ahead) to ensure collective responsibility across the Board.	Governors' strategy group	asap
10.10	Effectiveness of leadership and management (complaints) – No official complaints were received or reported on by the school or the Board.		
10.11	Effectiveness of leadership and management (extra curricular clubs and activities) – Governors congratulated and commented positively on the wide range of after school provision, which was developed and extended, especially in relation to what was on offer during the spring and summer terms.		
10.12	Effectiveness of leadership and management BSP (Brent Schools Partnership) link adviser – The BSP link adviser, Nick Butt, visited the school in the Spring and Summer terms. The contents of his report was shared. The Headteacher commented positively on the level of value and challenge received from the link adviser. Governors were encouraged to read and familiarise themselves with the contents of the report. Governors were encouraged to ask questions. Governors AGREED to do so.	Board	asap
10.13	Effectiveness of Leadership and Management (raising the school's profile) – Governors were reminded that a new committee had been established called the Children, Families and Community Committee with the responsibility for raising the school's profile in and around the community. The committee assisted the school with the arrangements for a Community Faith breakfast. Leaders from the breakfast meeting worked with the Headteacher to organise an interschool multi faith sports day. The school was also involved in the local 'Peaceful Solutions' project. Governors commented positively on the school's commitment to raising its profile and looked forward to further updates from the Headteacher and the committee's work.		
10.14	Effectiveness of leadership and management (raising the school's profile) – Governors asked the Headteacher whether or not schools in the Salusbury area came to the Community Faith breakfast? The Headteacher said that the Islamia secondary school came but not the primary school. Arrangements would be made for the next event in the hope that partnership and participation would increase.		
10.15	Focus for the year ahead 2016-17 (effectiveness of leadership and management) – The focus for the year ahead was noted as detailed in the report. Governors were reminded about the importance of ensuring that they were involved in the governors' development plan.		
10.16	Quality of Teaching and Learning and Assessment – Governors were advised that there was one RI (Requires Improvement) teacher in receipt of the necessary support, guidance and an action plan. The member of staff concerned was making progress. The trainee teachers continued to settle in well into the life of the school. All SCITT teachers graduated as outstanding SCITT teachers. The NQTs had successfully completed the year as securely good teachers.		



10.17	<p>Development of school leaders – Governors asked the Headteacher what programmes were available for the development of its leaders?</p> <p>The Headteacher said that the school has links with the BSP where the staff receive mentoring and coaching. The school's lead adviser at the BSP in this respect was Robert Singh.</p>		
10.18	<p>Progress in relation to Ofsted judgements 2014 – Governors noted the Headteacher's report on progress against previous Ofsted targets (2014). Governors congratulated the school on the direct response given and the level of progress made since the inspection. Governors looked forward to receiving further updates throughout the year.</p>		
10.19	<p>End of year data analysis (EYFS, Phonics (Year 1 and Year 2 and KS1 attainment and progress in reading, writing and maths – Governors were referred to the school's end of year data analysis which was:</p> <ul style="list-style-type: none"> • EYFS (Early Years Foundation Stage) Early Learning Goals (ELG) was 71% (2016) outperforming the National, which was 69% • Phonics Year 1 89%, Year 2 100%. The LA figure was 81.7% and National was 80.8% • KS1 (Year 2) attainment and progress was in reading, writing and maths in greater depth was likely to be 95% across the board. 		
10.20	<p>KS1 and the next steps for the year group - Governors congratulated the school on its results as detailed under item 10.19 above. The KS1 data was considered positive. The Headteacher reminded the meeting that last year's KS1 teacher was a Teach First teacher who had taught well, as reflected in the reported outcomes. The next steps for the year group were noted. The Headteacher was asked and AGREED to relay the governors' congratulations to the staff regarding their hard work and commitment to the children and the school as evidenced in the results.</p>	HT	asap
10.21	<p>KS2 data – The Headteacher advised the meeting that the KS2 data was not as strong. The demands of the new National Curriculum and the tests were considered challenging. The interim Deputy Headteacher AGREED to provide a detailed update and clarify the school's response to the situation at the next meeting of the Performance Committee scheduled to take place on 11 October 2016, at 8.30 am.</p>	iDHT	Next meeting of the PC
10.22	<p>Year 6 next year (2016/17 academic year) – Governors asked the iDHT what the school was doing to ensure that the results were improved for current Year 6 pupils (last year's Year 5) in a year group with a high ratio of girls to boys?</p> <p>The iDHT said that the current Year 6 children are very able. Strong predicted targets were set above national expectations. She added that the first experience of the tests would be helpful in identifying necessary steps to improve the results of future cohorts as the expectations would be clearer. The iDHT AGREED to provide further</p>	iDHT	Next meeting of the PC



	information at the next meeting of the Performance Committee. She AGREED to report back on the gender comparison and an appropriate curriculum focus for the boys in classes where there was a heavy ratio of girls to boys.		
	Father Stephen France and Julie Harris left the meeting at this stage		
10.23	Summary of Vulnerable Groups' Performance 2015-16 – Governors noted the information shown in relation to the school's EAL, SEND and pupil premium (disadvantaged) and non-Pupil Premium children. It was noted that a further update would be given at the next meeting of the Performance Committee. The update would include strategically targeted interventions. The Headteacher reminded the meeting about the importance of governors rigorously and robustly challenging the school's teaching and learning data. Governors AGREED to do so.	HT/iDHT	Next meeting of the PC
10.24	RE SIAMS report – Governors commented positively on the outcome of the school's last SIAMS inspection report. The school was judged to be outstanding. The SLT would continue to address the target areas in the report.		
10.25	Develop Personal, Social, Health and Economic education across the whole school – Governors were reminded about the school's commitment to PSHEe with a focus on mindfulness, restorative justice and peer mentoring. A new programme called "Jigsaw" was introduced last year. The school was also involved in the local community 'Peaceful Solutions' project.		
10.26	Whole school attendance – Whole school attendance had been an area for improvement. The figures for summer 2015 and summer 2016 showed an improvement in attendance. This was reflected in a reduction in authorised and unauthorised absences. The Headteacher took the opportunity to thank the link governor for Attendance who continues to monitor the situation and effectively holds the school to account.		
10.27	Attendance of Vulnerable Groups 2014/15 and 15/16 – The comparisons were noted as shown: 95.1% (2015/16) up from 93.7% (2014/15).		
10.28	Exclusions – There was one fixed-term exclusion during the summer term. The child concerned was a new arrival and had since moved on to a special school.		
10.29	Behaviour, Health and Safety – It was noted that money was spent on further improving the school's environment. This was in keeping with improving the children's behaviour, health and safety and safeguarding.		
10.30	Behaviour, Health and Safety (CCTV) – With regard to the school's commitment to safeguarding, governors asked the Headteacher whether or not CCTV was installed? The Headteacher said that CCTV was installed on the premises.		
10.31	Effectiveness of EYFS provision – Governors noted the contents of the Headteacher's report regarding the effectiveness of the EYFS provision. It was AGREED that a further update would be given at the	HT	Next meeting of the PC/RC



	next meeting of the Performance Committee and the Resources Committee, especially in relation to the expected full time 30 hours of funding from the LA as a working incentive for parents. The school's current provision catered only for part time places.		
10.32	Finance Update (Summary Finance Report Appendix 1 - Governors were referred to the school's summary report. Governors were advised about the school's carry-forward as shown and the need to spend additional expenditure on staffing. It was AGREED that further information would be shared at the next meeting of the Resources Committee regarding staffing and premises related work. Recruitment in particular would need to be reviewed as there was a slight increase in staffing costs. The staffing spend at 92% of budget was high for a school of this size and should be in the region of 80% according to the benchmarking data. Governors were asked to seriously consider the school's position given the reported demands.	HT	Next meeting of the RC
10.33	Number of children on roll – The School Business Manager informed the meeting that the number of children on roll was a key issue for the School At this point there was still a considerable number of vacancies. The school's per capita funding would be affected if these places remained unfilled. A full intake of children across the year groups would considerably improve the school's financial position.		
10.34	Admissions – Governors asked the Headteacher whether or not there had been any further progress in securing LA assistance to fill vacancies across the year groups and whether this had made a difference? The School Business Manager said that the LA's assistance to date had made a difference. She was unaware of whether or not the school was the first choice for some parents. The School Business Manager confirmed that the website was kept up to date in order to make the school more attractive to potential parents and their children.		
10.35	Sustaining a one form of entry primary school – The Headteacher took the opportunity to comment on the importance and challenges of sustaining a 1fe primary school. It was AGREED that the matter would be raised at the next meetings of the Resources Committee, Strategic Committee and the Children Families and Community Committee.	HT/Chairs	Next meeting of the RC/SC/CFC
10.36	Governors thanked the Headteacher for her report. Governors looked forward to receiving further updates at the Board's meetings and at meetings of the committees.		
11.	Minutes from the Resources Committee and the Children Families and the Community Committee		
11.1	The minutes arising from the Summer term had been despatched in advance with the agenda papers. Governors noted the contents as presented.		
12.	Review: Terms of Reference for the committees (Resources, Performance, Children Families and the Community)		
12.1	It was noted and AGREED that the respective Terms of Reference for	Chairs of the	Next



	the committees would be reviewed at their first meetings.	committees	meetings of the committees
12.2	Delegation of functions, financial procedures and regulations and report back to the Board – Governors were reminded and AGREED to ensure that they were addressed at the relevant meetings of the committees.	Chairs of the committees	Next meetings of the committees
12.3	SFVS (Schools Financial Value Standard) to be addressed at the Resources Committee and report back to the Board – Governors were reminded and AGREED to ensure that this was addressed at the next meeting of the Resources Committee and on the agenda for the Strategic Committee, with feedback to the full Board. The deadline for submission of the SFVS was expected to be by the end of March 2017. Further information would follow in due course.	RC/SC/Board	Next meeting of the RC/SC/ Board
13.	Work of the governors' Strategy Committee and Terms of Reference for formal approval and Terms of Reference for the Pay Committee for formal approval		
13.1	The Vice Chair AGREED to forward the suggested Terms of Reference for the Strategic Committee. It was noted that the membership consisted of the Chair, Vice Chair and the chairs of the three committees. It was AGREED that the Terms of Reference would be reviewed and presented at the next full meeting of the Board for adoption. In addition, proposed Terms of Reference for the pay committee would be shared. It was noted as advised by the clerk that both were made available last year but were not adopted.	VC	asap/next full meeting of the Board
13.2	The Vice Chair took the opportunity to comment on the valuable work of the Strategy Committee in discussing school governance matters, the Board's strategy going forward, setting and approving the agenda in advance of the next full meetings of the Board. A record of the last meeting of the Strategic Committee would be circulated. The Vice Chair commented on the importance of ensuring that minutes of the meetings were circulated signed and dated.	VC	asap
14.	Review SDP (School Development Plan)		
14.1	The Headteacher advised the meeting and AGREED to ensure that the SDP was discussed in committees. The SDP would then be carried over to the next full meeting of the Board.	HT	Next full meeting of the Board
15.	Governors' Development Plan (GDP) and working group membership		
15.1	It was noted that a suggested format was produced by the clerk and forwarded to the Headteacher for a GDP. It was AGREED that the Chair, Vice Chair and the Headteacher would discuss its contents in the first instance prior to sharing the contents with the Board for approval.	Chair/VC/HT	asap
16.	Review of Pay Policy for approval		
16.1	Governors were advised that the school's Pay Policy had been updated. The clerk AGREED to ensure that it was circulated. The Headteacher advised the meeting that changes had been made to the Performance Management process. The Headteacher AGREED to	Clerk/HT	asap



	ensure that this was updated and shared. In the meantime, the school's Performance Management Policy was AGREED as presented.		
17.	Keeping Children Safe in Education (KCSiE) DfE Guidance (May 2016) commencing from 5 September 2016 – Child protection and Safeguarding policy to be updated accordingly		
17.1	Governors were reminded about the importance of adopting the DfE's KCSiE guidance despatched in advance with the agenda papers. The Headteacher AGREED to circulate a condensed A4 one page summary from the governors' website "The Key". Governors were also encouraged to visit website.	HT	asap
17.2	Governors' access to "The Key" – The School Business Manager AGREED to ensure that the login and password for "The Key" was circulated to the Board's members via email.	SBM	asap
18.	Statutory policies		
18.1	Governors were reminded about the importance of ensuring that the school's policies, especially the statutory polices, were up-to-date. It was AGREED that the Headteacher, Chair and Vice Chair would meet to ensure that the schedule of polices was updated.	Chair/VC/HT	asap
19.	Publication of statutory information on the school's website (full details of the requirements are published on the DfE's website)		
19.1	Governors were reminded about the importance of ensuring that the school's website was compliant. Public minutes of previous meetings, information regarding the Board and attendance would need to be published alongside the School's and the Board's approved polices. The Headteacher reassured the meeting that an ICT co-ordinator was in place to ensure that the website was updated as and when information was received. The Governors' Room would need to be addressed to ensure access and that it was kept up-to-date. Link governors would need to be appointed as discussed earlier in the meeting.		
20.	Confirm arrangements for the teaching staff Performance Management review (31 October 2016 deadline – Pay Committee)		
20.1	The Headteacher informed the meeting that the process had started. The governors' Pay Committee would need to meet for the Headteacher to make the necessary recommendations for approval. It was AGREED that the Pay committee would meet in due course.	Pay committee	asap
21.	Confirm arrangements for the Headteacher's performance management review (31 December 2016 deadline) – Headteacher's Performance Management Committee.		
21.1	It was AGREED that the Chair and Rob Grover would sit on the Headteacher's performance management committee. It was also AGREED that the Vice Chair, Father Stephen France and Janis Denselow would sit on the Pay Committee.	HT's Perf. Mgmt committee	
21.2	The Chair AGREED to make contact with the absent governors Rob Grover and Father Stephen France regarding their attendance at the teaching staff pay committee and the Headteacher's performance management review. Dates and times would follow in due course.	Chair	asap



22.	LA Governors' Termly Newsletter and CPD and Teach First Governors' CPD pilot scheme update		
22.1	Governors acknowledged receipt of the LA's termly newsletter and CPD opportunities for governors. There was also an opportunity for the governors to attend the Teach First governors' CPD pilot scheme. Governors were advised that two members of the Board were invited to attend the Teach First programme, which was scheduled to take place on Saturday 13 October. There was a discounted fee of £100 for two governors with an assigned mentor. The Headteacher AGREED to send details of the offer to the Chair with a view to the Chair attending the session with another governor. The Headteacher also AGREED to send the email to the Vice Chair in the hope that he would be able to attend.	HT	asap
23.	LDBS information		
23.1	Information from the LDBS was despatched in advance of the meeting. Governors noted the contents as presented.		
24.	Governors' Yearly Planner ('The Key' suggested year planner, meeting dates and times and link governor responsibilities to include committee membership)		
24.1	Governors' Yearly Planner –It was AGREED that the suggested year planner would be considered for adoption at the next meeting of the Strategic Committee if not before.	Strategic Committee	asap
25.	Update on 10 Clarence Road		
25.1	Father Stephen France was no longer present to provide an update on the progress of the sale of 10 Clarence Road. It was understood that the Vice Chair and Keith Le Bihan (previously Associate Governor and now LDBS Governor designate) were leading on this matter. It was understood that Father Stephen had agreed to take this forward with the Trustees (Church Wardens). The Vice Chair AGREED to make contact with Father Stephen regarding the progress of the sale	VC	asap
25.2	Proposed rental of 10 Clarence Road - The School Business Manager reminded the meeting that approximately 3 years ago a decision was made to sell the property. The unsold property was now a drain on her time and the School's resources. The property was in need of maintenance and incurring associated costs. Governors were asked to consider whether or not it would be better to refurbish the property for the rental market. It was understood that this would cost approximately £75k although another quote received from a building company gave an estimate of £35k- £45K. The School Business Manager suggested that the School approached the LDBS for a loan in order to meet the costs of making the property fit for rental. It was understood that the school could secure approximately £2.4k a month in rent.		
25.3	Governors AGREED to consider the proposal to apply for an LDBS loan to refurbish the property for rental purposes. It was AGREED that the proposal would be brought to the next meeting of the Resources Committee. In the meantime, the Vice Chair AGREED to make contact	RC/VC	Next meeting



	with Father Stephen to ensure that the Trustees were informed about the possible rental of the property.		
26.	Public minutes of 21 July 2016		
26.1	The public minutes of 21 July 2016, were AGREED as a true and accurate record. These were duly signed and dated by the previous Chair, Mike Hutchinson.		
27.	Matters arising		
27.1	Farmers' Market – item 19.7 – It was noted that in order to proceed with the Farmers' Market that planning permission would be needed. The Clerk was recently made aware that this was the case. It was AGREED that this will be raised at the next meeting of the Resources Committee.	RC	Next meeting
27.2	There were no further matters arising from the previous meeting.		
28.	Any other urgent business items		
28.1	There were none.		
29.	NGA school governance matters (publications)		
29.1	The NGA's school governance publications were despatched in advance with the agenda papers. Governors noted the contents as presented.		
30.	Ofsted (updated guidance)		
30.1	The updated Ofsted guidance was despatched in advance. Governors noted the contents as presented.		
31.	School governors' handbook		
31.1	The school governors' handbook was despatched in advance with the agenda papers. Governors noted the contents as presented.		
32.	Date and time of next meetings		
32.1	Governors were referred to and noted the schedule of meetings for year, which was AGREED as presented. It was AGREED that the next meeting of the Pay Committee would take place on 3 November at 4.00 pm.		
32.2	Governors' visits – It was noted that associate members should be involved in governors' visits. The Headteacher welcomed these visits. Governors were reminded that these had to be arranged with the School in advance in line with protocol. The Chair, Vice Chair and the Headteacher AGREED to produce a schedule for focussed visits.	Chair/VC/HT	asap
	Part Two		
33.	Any other confidential business items		
33.1	The Headteacher AGREED to meet with the Chair regarding a confidential item, which was deferred from this meeting.	HT/Chair	asap
33.2	Mike Hutchinson's resignation – Governors thanked Mike Hutchinson for his hard work and commitment during his term of office as a governor and most recently the Chair. The Headteacher presented him with a card and gifts on behalf of the Board and the school. He thanked those in attendance for the card and the gifts and wished them well.		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School's Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **28 September 2016**, at 6.30 pm.

	There being no other business the Chair thanked those in attendance and closed the meeting		
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The meeting finished at 9.00 pm.

APPROVAL OF MINUTES BY CHAIR OF THE BOARD

I, Chair of the Board, approve these minutes as an accurate representation of the Meeting, which took place on **28 September 2016** at Christ Church (Brondesbury) Church of England Primary School at 6.30pm.

Signed: Jason Kosky (Vice Chair) **Date** 24/01/2017

Alison Schulte

Chair of the **Board of Governors**,

Christ Church (Brondesbury) Church of England Primary School