



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Full Meeting of the Board held at the School, 140 Willesden Lane, London, NW6
 7TE on **22 March 2017**, at 6.30 pm.

Attendees

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

Part one - public

Item		Who	When
1.	Welcome and Opening Prayer		
1.1	Welcome - The Chair welcomed those in attendance.		
1.2	Opening prayer – The Headteacher led the opening prayer. At the request of the Headteacher governors remained silent for 30 seconds as a mark of respect for the victims of the recent Westminster incident.		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Full Meeting of the Board held at the School, 140 Willesden Lane, London, NW6
 7TE on **22 March 2017**, at 6.30 pm.

2.	Apologies for Absence		
2.1	Apologies for absence were received in advance from Father Stephen France, Robert Grover, Julie Harris, and the School Business Manager. Ben Catling was expected to attend.		
3.	Declarations of Interest Pecuniary or Otherwise in respect of items on the agenda		
3.1	The governor, Dessy Ohanians, informed the meeting that she is a serving parent governor at another school in the LA area. There were no further declarations received.		
4.	Governors' Code of Conduct		
4.1	Those in attendance were reminded about the importance of adhering to the adopted governors' code of conduct. Governors and associate members AGREED to do so in line with their roles and responsibilities.	Board	ongoing
4.2	Thank you to the Board from the Chair – The Chair took the opportunity to thank the Board for their hard work and commitment to the whole school community and the Board.		
5.	Minutes of the previous meetings (public 7 December 2016 and extraordinary 24 January 2017)		
5.1	The public minutes of 7 December 2016 and the minutes of the extraordinary meeting held on 24 January 2017, were AGREED as a true and accurate record. These were duly signed and dated by the Chair for retention at the school. Governors were reminded that all public minutes once approved will be loaded up in the Governors' room by the school's administration.		
	Ben Catling arrived during item 1.1 above.		
6.	Governing Body and website information for publication on the school's website		
6.1	Membership (contact details and DBS (Disclosure and Barring Service Disclosure) check - Governors were referred to the membership list dispatched in advance with the agenda papers. Governors were reminded that the membership list is strictly private and confidential and not for use in the public domain. Governors were advised about the importance of ensuring that any required amendments are referred to the clerk if any. It was noted that Father Stephens' DBS remained outstanding.		
6.2	Single Central Record (SCR) – The Chair advised the meeting that as the safeguarding link governor she will be visiting the school to look at the SCR. The Chair AGREED to feedback on the outcome of the visit.	Chair	Next meeting
6.3	Website information for publication on the school's website – Governors were referred to and noted the information produced by the clerk for publication on the school's website. In summary, the information detailed governors' names, category of governor, appointing body, committee membership, responsibilities and declarations of interest. The information was AGREED as presented for publication on the school's website via the School Business Manager.	SBM	asap
6.4	Governors' and associate members biographies – The Chair reminded the meeting about the importance of ensuring that their biographies		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **22 March 2017**, at 6.30 pm.

	were up-to-date for the purposes of the school's website. It was noted that the notice board displaying the governors' photographs, who they are and category of governor needed updating. Members of the Board AGREED to ensure that their biographies and photographs were forwarded to the School Business Manager for publication and/or the clerk for collation, if they remained outstanding.	Board/SBM/ Clerk	asap
7.	Governors' Attendance 2015-16		
7.1	Members of the Board were referred to the attendance record for the academic year 2015-16. Governors were reminded that it is a requirement to publish the attendance record on the school's website subject to confirmation regarding its accuracy.		
7.2	Dessy Ohanians informed the meeting that she was not a member of the Board for most of the summer term 2016. She was appointed as an Associate member at the FGB meeting on 21 st July 2016.		
7.3	Lotis Bautista informed the meeting that she was not a member of the Performance Committee although her apologies had been recorded for non-attendance at the meeting of 8 February 2016.		
7.4	Ben Catling informed the meeting that, like Dessy Ohanians, he had been appointed as Associate member on 21 st July 2016 and therefore had not been on the Board prior to that in 2016.		
7.5	In relation to items 7.2 – 7.4 above, the clerk AGREED to recheck the minutes of the respective meetings to reconfirm the attendance sheet for re-circulation and publication on the school's website.	Clerk	asap
7.6	Edubase DfE website – The clerk advised the meeting that it is now a DfE requirement to send the DfE the governors' basic information not including the governors' personal contact details for publication on their Edubase database for school governors. The database was set up initially for academies only. There is now a requirement to include LA maintained schools. Governors AGREED to the publication of the information as advised by the clerk.	Clerk	asap
	<u>MAIN BUSINESS</u>		
8.	Headteacher's Report		
8.1	Governors were referred to the Headteacher's report despatched in advance with the agenda papers. The report included the following: <ul style="list-style-type: none"> • SEF (Self Evaluation Form) – Behaviour and Teaching & Learning Sections • SDP (School Development Plan): update on progress • Revised tracking and targets (for approval). <p>It was noted that members of the Board had already had the opportunity to read the report's contents. The Headteacher welcomed governors' questions in relation to these.</p>		
8.2	Vulnerable groups 2016-17 - Governors asked the Headteacher whether the number of vulnerable groups would increase and what provision was needed to support vulnerable groups of children?		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **22 March 2017**, at 6.30 pm.

	<p>The Headteacher said that it was difficult to predict the school's intake. The Headteacher was aware that cuts in benefits had had an impact on the most vulnerable. The school was unlikely to receive fewer EAL children. Governors were reassured that the school would continue to do its best with the available resources to meet the needs of the most vulnerable. The school would be exploring the possibility of recruiting an EAL consultant. There is an induction process for new arrivals, which will be tightened up alongside the school's overall inclusive interventions, policy and practice.</p>		
8.3	<p>Attendance and case study for vulnerable children – Governors asked the Headteacher what the school was doing about persistent absence among vulnerable groups of children and whether there were any case studies?</p> <p>The Headteacher said that the school would continue to focus on trying to improve the attendance of vulnerable groups of children. The Headteacher AGREED to provide a case study in due course detailing the school's response to the situation and what this led to in terms of actions taken and the outcome.</p>	HT	Autumn term 2017
8.4	<p>Partnerships – Governors asked the Headteacher if the partnerships with other schools were continuing to prove beneficial?</p> <p>The Headteacher said that the school continued to develop effective partnerships with LDBS schools in the LA area and other schools, especially in relation to sharing good practice in teaching and learning and new ideas for professional development.</p>		
8.5	<p>Deputy Headteacher's return to work from maternity leave – Governors asked the Headteacher whether the permanent Deputy Headteacher would be returning to work on a phased return?</p> <p>The Headteacher said that the permanent Deputy Headteacher would be returning to work on a phased return for 3 days a week in the first instance. She would build up to full time during the summer term.</p>		
8.6	<p>CATs (Cognitive Abilities Tests) – Governors asked the Headteacher how the School tracks its children and whether the school uses CATs to identify the needs of its more able children</p> <p>The Headteacher said that the school does not use CATs tests. Formative and summative assessments inform our tracking system. We track attainment and progress using the school's Key performance indicators, this information is then used to populate the LDBS transitional matrices. The matrices allow us to identify those children exceeding age related expectations. The Headteacher agreed to find out how other school identify more able pupils, with a view to developing criteria for CC. HT AGREED to look at the CATs alongside other resources used to identify more able pupils.</p>	HT	asap
8.7	<p>Finance (summary of quarter 3) – Governors noted the contents of the information shown in appendix 2 regarding the school's finances. Governors were asked and AGREED to raise any questions about the school's summary by the next meeting of the Resources Committee It was noted that governors would be given updates on the budget</p>	Board	Next meeting of the RC



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **22 March 2017**, at 6.30 pm.

	throughout the course of the year.		
8.8	<p>Safeguarding – Governors asked the Headteacher about the 7 safeguarding incident reports submitted to the SLT and if there was a year on year increase and, if so, what the impact was</p> <p>The Headteacher said that there was an Excel spreadsheet in place to record the safeguarding management information. Last year there were 48 children were on the Child Protection register, 12 were rag rated red, 8 amber the rest were with green or white (red – current case, amber monitoring due to previous concerns, green no further concerns and white previous concern need to be aware) The Headteacher said that the use of the Excel spreadsheet was not an ideal way of managing the information. The HT is seeking to introduce CPOMS software that can be used to provide secure online monitoring of child protection, safeguarding and wider student pastoral welfare for schools. The online monitoring system is more secure than a paper and file based one The online system would have a financial cost to the school. The school would receive a 10%-20% discount as part of the Brent Safeguarding Hub. The discount was organised by Stonebridge Primary School. The cost of the system would be no more than £1k. The Headteacher attended training in the use of the system. The HT will organise for relevant members of staff including admin to receive the necessary training. The system will run in accordance with SIMS (Schools Information Management Systems).</p>		
8.9	<p>Staffing – Governors asked the Headteacher what percentage of the budget is spent on staffing and how this is calculated? They asked whether the percentage included all staff including temporary and/or agency staff or just permanent staff. Governors commented on the fact that the question was previously raised but could not confirm whether a response was received.</p> <p>The Headteacher AGREED to raise the matter with the School Business Manager (SBM) for confirmation to ensure that the accuracy of the information is made clearer as requested by the Board.</p>	HT/SBM	asap
8.10	<p>National Funding Formula (NFF) – Governors asked the Headteacher about the likely impact on the school of the Government’s proposed National Funding Formula and ‘Fair Funding’ proposals?</p> <p>The Headteacher said that the matter was raised at the last meeting of the Resources Committee. Governors were reminded that London schools had been generously funded in comparison to the rest of the country. The Government proposes to reallocate the funding to ensure that there is much fairer funding arrangement across the country. As a result, London schools would receive less funding from 2018/19. Governors and parents were encouraged to respond to the government’s consultation as advised. The Headteacher was aware that less funding would create a negative impact on London schools and on the delivery of effective teaching and learning without the necessary resources needed to make a difference.</p>		
8.11	NFF – In relation to item 8.10 above, the Chair advised the meeting		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **22 March 2017**, at 6.30 pm.

	<p>that she had responded to the government's consultation on behalf of the Board. The LA recommendation for responding to the situation was shared. The Headteacher confirmed that she had written to the local MP regarding the situation. The parents had also received a letter regarding the matter and a leaflet was sent out giving the parents further information. It was AGREED that the Brondesbury Ward Councillors would be contacted to further raise the profile of the campaign. The Headteacher reminded the meeting that the clerk had circulated information in advance regarding the campaign to members of the Board including a template for adaptation. Although the Chair had sent in a response on behalf of the Board governors could respond individually and were encouraged to do so.</p>	HT	asap
8.12	<p>NFER (National Foundation for Educational Research) – Governors asked the Headteacher to tell them more about the research?</p> <p>The Headteacher said that the school is currently applying to introduce Philosophy for Children (P4C) in the autumn term 2017. The P4C evaluation is being commissioned by the Educational Endowment Foundation (EFF) research team. The school would be notified in due course regarding the outcome. If the school is chosen as a control school then the school will receive a nominal sum for being part of the control. If the school is chosen to roll out P4C then the school will be fully resourced to take part. The Headteacher AGREED to keep the governors informed.</p>	HT	asap
8.13	<p>Quality of Teaching – Governors asked the Headteacher whether the statistics shown at this stage were normal?</p> <p>The Headteacher said that the profile for the quality of teaching shown is the profile for a 'Good' school. While we have ambitions for the school to be Outstanding' the number of teachers securely demonstrating an outstanding teaching profile would be expected to be higher. Under the circumstances and given the School's challenges the school has maintained a good standard which it seeks to improve further. The Headteacher took the opportunity to credit the interim Deputy Headteacher with modelling best practice, teaching and learning in the classroom.</p>		
8.14	<p>Focus for the summer term – The Headteacher referred the meeting to the school's focus for the summer term. A robust update had been given by the interim Deputy Headteacher at the last meeting of the Performance Committee. It was AGREED that the summary format of the data developed by the HT and presented by the interim DHT at the last meeting of the Performance Committee would be shared at future full meetings of the Board in summary form. The summary would be completed every term in line with the data set and headline figures. The information would be shown on one single sheet to include the quality of teaching, targets, Ofsted judgements and where the school would like to be.</p>	HT	Next full meeting of the Board
8.15	<p>Attendance – Governors noted the most recent attendance data and the school's effort to improve the figures, especially for the most vulnerable. Governors were reminded that if the children are not in</p>		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **22 March 2017**, at 6.30 pm.

	school they are unable to learn, which can potentially impact negatively on their future life choices.		
8.16	Attainment Targets 2016-17 – Governors were referred to and noted the whole school attainment targets across the year groups. In summary, the information detailed the school’s Reception targets GLD (Good Level of Development) and phonics and Year 1 – Year 6 targets expected and in-depth, reading, writing, maths and phonics (Year 1), reading, writing, maths and phonics re-sit (Year 2), reading, writing and maths (Year 3 – Year 5) and reading, writing, grammar and maths (Year 6). Governors were reassured that the targets were achievable, realistic and ambitious. Governors formally AGREED the school’s revised Year 2 and Year 6 attainment targets presented by the Headteacher.		
8.17	Year 2 and Year 6 attainment targets – Governors asked the Headteacher how the targets compared with the national picture? The Headteacher said that comparisons were made with last year’s national outcomes. The targets were considered SMART (specific, measurable, achievable, realistic and time-based). The Headteacher AGREED to include the 2016 national outcomes for ease of reference.	HT	asap
8.18	Year 4 – Governors asked the Headteacher if there were any concerns regarding Year 4? The Headteacher said that Year 4 is a very able group who did well at KS1. This year group has had several teachers since January. The HT secured the appointment of an outstanding teacher/ leader who agreed to remain in post until the end of the academic year. This teacher has the remit to raise the attainment in this year group and developed an action plan to support this.		
8.19	Pax and Fish – The Headteacher reminded the meeting about the importance of looking at the March edition of Pax and Fish, which can be found on the school’s website detailing the curriculum enrichment enjoyed by the children this term. Governors AGREED to do so.	Board	asap
8.20	Attendance – Governors asked the Headteacher what the reasons were for the drop in attendance, especially in the EYFS where there were particular concerns? The Headteacher said attendance had fallen in the spring term because of a spate of illness among the children. The majority of EAL pupils with unauthorised absences are in the EYFS. The school’s assigned EWO (Education Welfare Officer) from the LA is currently supporting the school and holding meetings with Reception parents. The aim is to continue to improve overall attendance. Data indicated that some days are outstanding e.g. today (22 nd March) whole school attendance stands at 98.8%. The Headteacher emphasised the importance of the school’s expectations regarding attendance and the involvement of the EWS (Education Welfare Service). The Headteacher AGREED to reconfirm the attendance figures for authorised and unauthorised absences.	HT	asap
8.21	Behaviour – Governors asked the Headteacher why the school’s		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **22 March 2017**, at 6.30 pm.

	<p>behaviour showed such a positive trend and how the school was achieving this.</p> <p>The Headteacher said that a restorative justice approach to behaviour and a period of immediate reflection in class has had the desired impact. This was clearly evidenced in the school's data presented at tonight's meeting.</p>		
8.22	<p>Pupil jobs – Governors asked the Headteacher what pupil jobs were and how they were advertised.</p> <p>The Headteacher referred the meeting to the notice board in the meeting room detailing the range of jobs such as library assistants across the year groups for certain jobs not including Year 1. 29 applications were received. The interviews will be held week commencing 27 March.</p>		
8.23	<p>Focus for the summer term 2017 (LA behaviour review, continued to attendance monitoring with support from the EWO, parents' attendance at radicalisation workshops – Governors took the opportunity to congratulate the Headteacher on organising a range of focussed opportunities in the summer term for the parents, which included a LA behaviour review, monitoring attendance and prevent and radicalisation workshops for parents.</p>		
8.24	<p>EYFS Autism – The Headteacher advised the meeting that 4 children in the EYFS were diagnosed with autism. The children concerned cannot fully access the curriculum and are assigned an LSA (Learning Support Assistant). Governors were reassured that there is a high level of support from the LA's autism team. The school's Inclusion Lead advises on the necessary support needed and suitable provision. The school will continue to support the children concerned with a sensory room in place.</p>		
8.25	<p>Nursery provision for September 2017 – The Headteacher reminded the meeting that that the governors had decided to extend the school's Nursery provision to 30 hours a week. A working party had been established to advertise places and plan for the change in provision. Governors were advised by the Chair of the working group, Lotis Bautista, that an action plan for promoting the nursery had been put together. A paper detailing the current position was tabled and circulated.</p>		
8.26	<p>Marketing the Nursery provision to maximise up take – Governors were advised that the following actions were planned and would need to be implemented as soon as possible:</p> <ul style="list-style-type: none"> • Compilation of fliers to advertise the provision • Open Days (to take place once a month and staggered) - PSA to assist with the drop off of the fliers two weeks before each Open Day • Designer to be give the final text for the flyer followed by printing once finalised 	<p>HT/SBM Chair of CFC working party and DO</p>	<p>Urgent!</p>



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **22 March 2017**, at 6.30 pm.

	<ul style="list-style-type: none"> • Banner design to advertise the provision • Above to be completed by 31 March 2017, at the latest • Area of distribution to be finalised and target groups • Advertise in and around the local community area in newspapers, journals and magazines • Terms and conditions for approval (dispatched in advance with the agenda papers). 		
8.27	Nursery provision terms and conditions – Governors formally AGREED the terms and conditions of the Nursery provision subject to some amendments made. The terms and conditions document would be sent to the legal department to ensure that it is compliant prior to distribution of the finalised version, which would be shared in due course.		
8.28	SEF (Self Evaluation Form) – Behaviour and Teaching & Learning Sections – Governors were referred to the SEF despatched in advance with the agenda papers. This had been considered by the Performance Committee. Governors noted the contents about the school’s approach to behaviour and the teaching and learning style. Governors formally AGREED the summary format as shown, which would allow for a much easier focus on the key issues. It was understood that the SEF was not a statutory document but that it is considered good practice to have one to summarise the school’s key issues, how they are addressed and the impact of the SDP.		
8.29	SIP (School Improvement Plan) – Governors were referred to and noted the contents of theSIP despatched in advance Governors were reminded that the SIP is used as another written form of evaluation. The Headteacher spoke about the importance of understanding its contents and the contributions made by members of staff and stakeholders. Staff are given regular opportunities to comment. The Headteacher welcomed the governors’ views under ‘Leadership and Management’ of the SIP.		
8.30	Revised tracking and targets for approval – Discussed throughout the Headteacher’s report. There was nothing further to add at this stage.		
8.31	Governors thanked the Headteacher for the presentation of her report. Governors looked forward to receiving further updates throughout the course of the year.		
9.	School Business Manager’s Report		
9.1	The School Business Manager was not in attendance.		
9.2	SFVS (Schools Financial Value Standard) – Governors were asked and AGREED to formally ratify the SFVS as presented for submission to the LA by 31 March 2017, at the latest.		
9.3	Governors’ Fund – Governors were advised about the importance of the Governors’ Fund and the need for parental contributions.		
9.4	Nursery Provision and Terms and Conditions – Discussed under item 8.27 above. There was nothing further to add at this stage.		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Full Meeting of the Board held at the School, 140 Willesden Lane, London, NW6
 7TE on **22 March 2017**, at 6.30 pm.

9.5	Draft Budget 2017-18 – Governors were advised that the draft budget was yet to be approved. An extraordinary meeting would need to be called in May to ensure that it is approved by the deadline (31/5/17)		
10.	Policies for Approval		
10.1	Behaviour Policy – The policy was formally AGREED as presented, as recommended by the Performance Committee.		
10.2	Attendance Policy - The policy was formally AGREED as presented, as recommended by the Performance Committee.		
11.	Feedback from the Committees		
11.1	Performance Committee – Governors were given an oral report. The minutes were in draft, subject to approval at the next meeting of the committee.		
11.2	Resources Committee - Governors were given an oral report. The minutes were in draft, subject to approval at the next meeting of the committee.		
11.3	Children, Families and the Community working group – Governors were given an oral report. The minutes were in draft, subject to approval at the next meeting of the working group.		
11.4	Pay Committee – Governors were advised that the committee met on 6 February 2017, and met again regarding the re-submission of an appeal. The Headteacher’s recommendations were upheld A further meeting would be required to consider the salary recommendations for support staff.		
11.5	Admissions Committee - The Admissions Committee had met. 64 applications were received for the Reception class The outcome of the applications would be published on 1 April 2017.		
11.6	Strategy Group – The Strategy Group met on 9 March. The main item discussed was the agenda for tonight’s meeting.		
12.	Governance		
12.1	Governors’ Training Day: Learning Walk and Review of Governance – The Chair referred the meeting to the Governors’ Training Day which 5 members of the Board attended. The training was led by Jan Martin , a Brent consultant .A detailed evaluation and a review of governance was completed It was understood that at the end of the exercise the governing body was considered to be ‘good’ and effective A letter from the consultant containing very positive comments from the consultant and further pointers for improvement had been circulated to all governors Th evaluation document , which had been shared with the whole Board, is a working document to which governors were encouraged to contribute.		
12.2	Governors’ Development Plan (GP) – Governors were referred to the GDP despatched in advance with the agenda papers. Governors were encouraged to note the contents of the GDP which is a working document and would be reviewed in the summer term	Board	Summer Term
12.3	EYFS Learning Walk – Governors commented positively on the EYFS learning walk led by the interim Deputy Headteacher.		
12.4	Learning Walk – Governors who attended the learning walk on the		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School Full Meeting** of the Board held at the School, 140 Willesden Lane, London, NW6 7TE on **22 March 2017**, at **6.30 pm**.

	day of the governors' training commented positively on the children's behaviour, which was considered impressive, their engagement with teaching and learning and the impressive work shown in the children's books. The Chair had relayed positive comments to the teachers concerned via the interim Deputy Head teacher.		
12.5	Dates and focus of future training – The Chair advised the meeting that another Governors' Day would take place during the summer term. Further information and dates would follow in due course.		
12.6	Safeguarding Audit Report – The Chair gave an oral report of the audit she had carried out with the Headteacher and the school's assigned National Leader for School Governance. The school is fully compliant in most areas and action points will be reviewed in the summer term. The Chair had raised several questions and had attended the LDBS safeguarding training. A safeguarding learning walk was to be scheduled to include scrutiny of the supporting evidence.	HT and CoG	Summer term
12.7	Other training and visits (BSP Conference, permanent exclusion hearing panel member and Ofsted training) – The Vice Chair commented on his attendance at the recent BSP (Brent Schools Partnership) Conference with the Headteacher. The Vice Chair informed the meeting that the conference was very informative. The Vice Chair had also attended a permanent exclusion hearing as a panel member at another Brent LA High School where he was called to attend as an experienced governor. The Vice Chair received a thank you letter from the Executive Headteacher, which he asked to be added to the governors' training log. The Chair informed the meeting that, in addition to Safeguarding training, she had also attended an Ofsted training session run by the LDBS.		
13.	Matters arising		
13.1	There were no matters arising from the respective minutes of 7 December 2016, and 24 January 2017.		
14.	Dates of next meetings		
14.1	Next full meeting of the Board – It was noted that the next full meeting of the Board was scheduled to take place on 12 July 2017, at 6.30 pm .		
14.2	Extraordinary meeting of the Board to ratify the Budget – Governors were advised that an extraordinary meeting of the Board would need to be called in late May to ratify the budget.		
14.3	Sealed bid for Clarence Road – It was noted that a sealed bid for Clarence Road had been received. The outcome of the bid would be relayed in due course.		
15.	Any Other Urgent Business Items		
15.1	NFF and London Wide Campaign – Discussed earlier in the meeting. There was nothing further to add at this stage.		
15.2	Year 6 Easter Revision – Governors were reminded about the Year 6 Easter Revision days to prepare for the SATs. Governors were asked to assist with the revision days in the Easter holidays if available. The schedule for attendance was tabled and circulated by the interim		



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Full Meeting of the Board held at the School, 140 Willesden Lane, London, NW6
 7TE on **22 March 2017**, at 6.30 pm.

	Deputy Headteacher and a number of governors signed up to help		
	Part Two – confidential		
16.	Confidential minutes of the previous meeting		
16.1	The confidential minutes of 7 December 2016, were AGREED as a true and accurate record. These were duly signed and dated by the Chair for retention at the school.		
17.	Confidential matters arising		
17.1	There were none.		
18.	Proposed Staffing Structure		
18.1	Governors were advised that the proposed staffing structure will be discussed at an extraordinary meeting of the Board.		
	All members of staff including the Headteacher left the meeting for the confidential item		
	See confidential minutes attached- <u>strictly for governors only unless otherwise stated</u>		

The meeting finished at 9.05pm.

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 **22 March 2017** at Christ Church (Brondesbury) Church of England Primary School at 6.30pm.

Signed: *Alison Schulte* **Date:** *Monday 2nd October 2017*

Alison Schulte
 Chair of the **Board of Governors**,
 Christ Church (Brondesbury) Church of England Primary School