



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Extraordinary Full Meeting of the Board held at the School, 140 Willesden Lane,
 London, NW6 7TE on 24 May 2017, at 8.30 am.

Attendees

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

Part one - public

Item		Who	When
1.	Welcome, opening prayer, introductions and apologies for absence		
1.1	Welcome - The Chair welcomed those in attendance to the extraordinary meeting of the Board. Governors were reminded that the main agenda item for tonight's meeting will be the ratification of the school's budget 2017/18. It was noted that the school's budget was approved at the last meeting of the Resources Committee. The Resources Committee will be		



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	feeding back on their recommendations at this morning's meeting.		
1.2	Opening prayer -The meeting commenced with an opening prayer from Father Stephen France.		
1.3	Introductions – There were none		
1.4	Apologies for absence – Apologies for absence were received in advance from Keith Le Bihan, Katie Tiller, Lotis Bautista and Janis Denselow.		
2.	Governors' Code of Conduct		
2.1	Governors were referred to the code of conduct despatched in advance with the agenda papers. Governors were reminded about the importance of adhering to the code of conduct, which will remain as a standing item at governors' meetings unless otherwise advised.		
2.2	Thank you to the Board's members – The Chair took the opportunity to thank the members of the Board for their hard work and commitment throughout the course of the year. The Chair especially thanked the School Business Manager for her hard work and commitment regarding the work on the school's budget to date.		
3.	Declaration by Governors of Interest Pecuniary or Otherwise in Respect of Items on the Agenda		
3.1	Dessy Ohanians declared that she is a parent governor at another school in the LA area. It was noted that such a declaration is not necessary unless there is a pecuniary interest or otherwise in respect of items on the agenda. In this case there were none. There were no further declarations made by those in attendance.		
3.2	Fire Evacuation and Health and Safety Policy – The Headteacher took the opportunity to advise the meeting about the importance of the school's fire evacuation policy, which she AGREED to despatch in due course along with the school's updated health and safety policy once finalised.	HT	asap
	Main Business:		
4.	Recommendation from the Resources Committee – Close of 2016/17 accounts		
4.1	Governors were referred to the school's budget papers despatched in advance with the agenda papers. Therefore, members of the Board had already had the opportunity to read their contents. The Vice Chair as Chair of the Resources Committee led the meeting.		
4.2	Carry-forward 2016/17 – The School Business Manager reminded the board that the 2016/17 budget set projected a carry forward of £27K. The Year end figure is in fact £85.9k. The LA has given approval of the year end accounts. . The Resources Committee AGREED to close the school's 2016/17 accounts as they stand. Members of the Board formally and unanimously AGREED the closing of the school's accounts as recommended by the Resources Committee.		
4.3	Staffing structure expenditure and claw back – Governors asked the School Business Manager whether or not the staffing structure expenditure is in excess of the LA's recommendation in terms of the percentage of the budget spent and whether or not any of the school's		



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	<p>under spent areas of the budget is likely to be clawed back by the LA?</p> <p>The School Business Manager said that the school's staffing structure is 10% above the LA approved recommendation. There are no concerns regarding any claw backs by the LA for any underspends as they are not significant.</p>		
5.	Recommendation from the Resources Committee – Ratification of the school's 2017/18 budget		
5.1	Governors were referred to the school's 2017/18 budget for ratification. It was noted that the budget was formally AGREED with some reservations at the last meeting of the Resources Committee. The School Business Manager presented a new version of the budget for approval.		
5.2	Staffing – The School Business Manager advised the meeting that the revised budget sets staffing expenditure between 80%-85% which is the model recommendation by the LA. The expenditure in this case was reduced for presentation at tonight's meeting in line with the proposed budget. The main changes to the budget relate to the school's staffing structure.		
5.3	Staffing structure 2017/18 autumn term – The school's staffing structure 2017/18 was tabled and circulated. Governors were advised that the arrangements in the Nursery were revisited and revised accordingly. It was noted that the number of teaching staff was reduced by one member of staff.		
5.4	KS1 and KS2 results – The Headteacher took the opportunity to comment positively on the school's KS1 results where the school was judged to be above the national average at age related expectations and also the number of pupils achieving greater depth. The school's phonics results are always above national. Due to the school's recognised investment in raising standards. The KS2 results are expected to improve this year.		
5.5	Staffing TAs - Governors were advised that the number of TAs was reduced. There are 4 permanent teaching assistants and 3 long term agency supply. Two were attached to children who will transfer to special school in September ..		
5.6	<p>Staffing vulnerabilities – Governors asked the Headteacher whether or not there are any potential vulnerabilities in relation to the staffing structure?</p> <p>The Headteacher said that the school will have three NQTs (newly qualified teachers). Governors were reassured that they will be supported by experienced members of staff.</p>		
5.7	<p>Leadership, curriculum and assessment – Governors asked the Headteacher what are the arrangements for the school's leadership, curriculum and assessment next year.</p> <p>The Headteacher said that there will be a Maths Leader, the Headteacher and 1 Deputy Headteacher. The Maths Mastery teacher will be in place to lead on maths. The school's assessment and monitoring continue to be developed in line with national advice and reforms.. The process of moderation with other schools will support accuracy.</p>		



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5.8	<p>Contingency – Governors asked the Headteacher how much contingency will the school have in the budget?</p> <p>The School Business Manager said that the school’s contingency will be approximately £24k. The school is predicted to show an approximate drop of £100k each year after the initial £85k carry-forward. Governors were reminded that the school’s delegated budget is determined by the number of children on roll.</p>		
5.9	<p>Number of children on roll and vacancies – Governors asked the Headteacher what is the current roll and whether or not the school is full?</p> <p>The Headteacher said that there are 208 children on roll. There are two full classes with a number of vacancies in other classes. The school is not full to capacity.</p>		
5.10	<p>Reception numbers – Governors asked the Headteacher what are the Reception numbers for September 2017, autumn term (academic year 2017/18)?</p> <p>The School Business Manager said that there are 22 Reception places confirmed for September. There are 8 places to fill. The total number in the Reception is 30 once full.</p>		
5.11	<p>Nursery numbers – Governors asked the Headteacher what are the Nursery numbers for September 2017, autumn term (academic year 2017/18)?</p> <p>The School Business Manager said that there are 24 places on offer in the Nursery. To date 17 offers have been made, 11 places have been confirmed 5 full-time places, 6 part-time, 3 undecided and 3 no responses.</p>		
5.12	<p>Staffing costs – The School Business Manager advised the meeting that a reduction was made to the school’s staffing costs of approximately £38k.</p>		
	<p>Income – 2017/18</p>		
5.13	<p>Pupil premium (I05-8018) – Governors were asked to note that the school’s pupil premium income will be reduced by approximately £16k-£20k. The school is expected to receive approximately £76.5k. It was noted that the reduction is due to the number of parents choosing not to register their children for Free School Meals (FSM) due to changes in benefits and the introduction of Universal Free School Meals (UFSM) to pupils in KS1. . Governors AGREED to assist the school with encouraging as many parents as possible to register their children’s eligibility for FSM in order to maximise the school’s pupil premium income.</p>	Board	asap
5.14	<p>Nursery fees (I08-8322) – The SBM informed Governors that there is a potential risk with the expected Nursery fees income of £22K. Admissions data indicates that there are 5 families agreeing to pay top up fees for the additional 15 hours at £120 per week £4,560 per year. Governors were advised that this could be a risk as parents may change their preference during the academic year. Governors AGREED to accept the risk and to review the uptake in the autumn term.</p>	Board	Autumn term
5.15	<p>Universal fsm (I18-8019) – Governors asked the SBM how the UFSM figure of £26,310 had been calculated. The School Business Manager</p>		



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	informed Governors that the LA template was used to calculate the school's universal Infant Free School Meals income. The SBM advised that dependant on the outcome in the forthcoming general election this income could cease. Part of the Conservative manifesto includes discontinuing the UIFSM grant to schools.		
5.16	Donations and voluntary contributions (I13-8121) – Governors were asked to note the reduction in the donations received. The parental contributions towards the Governors' Fund to date stood at £30.00 this financial year Governors were asked to discuss how best to ensure that the contributions are maximised. The Chair AGREED to raise the matter at the next meeting of the Children, Families and the Community working group (CFC working group) as an agenda item at their next meeting.	Chair/CFCwg	Autumn term
5.17	Governors' Fund contributions I13-8121 – Governors asked the School Business Manager what was the school's forecast for the parents' contributions towards the Governors' Fund? The School Business Manager said that £1.2k was the forecast for this year. The parents' voluntary contributions would support the governors 10% liability to the diocesan board for the upkeep to the building. Currently the schools pays approximately £6k. from the schools grant income (GRIN) It was felt that although the school had forecast a contribution of £1.2k towards the Governors' Fund governors felt that a reasonable contribution should be in the region of £3k.		
5.18	Parents registering their children for FSM and the Governors' Fund contributions – Governors once again took the opportunity to comment on the importance of ensuring that there is a more pro-active approach towards ensuring that as many parents as possible register their children for FSM, if they are eligible, which in turn will attract additional pupil premium income. It was once again noted that the circumstances for some families had changed as a result of the government's reported changes to the benefits system where the parents were no longer eligible to claim for FSM. Given the circumstances the school will need to ensure that they actively work with the parents regarding their FSM entitlement and eligibility with assistance from the Board where possible.		
5.19	Governors' attendance at the parents' autumn term meetings (parents registering their children for FSM and the Governors' Fund contributions) - The Headteacher suggested that the governors attended the parents' meetings at the commencement of the year to talk about the importance of registering their children for FSM eligibility, which in turn will attract the Pupil Premium income needed by the school, and the need for the parents' contributions towards the Governors' Fund. Governors AGREED to attend the parents' meetings once set in the autumn.	Board	Autumn term
5.20	Informing the parents about the changes to the school's Leadership – The Chair commented on the need to effectively communicate with the parents about the changes in the school's Leadership. It was suggested that governors attended a coffee morning(s) with the parents to answer their questions. It was AGREED that this will be an agenda item for the	CFCwg	Autumn term



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	next meeting of the CFC working group .		
	Expenditure 2017/18		
5.21	Advertising (Nursery promotion (E22-3820)) – Governors were informed that the expenditure towards the school’s general promotion for advertising the Nursery 30 hours a week was reduced to £1.5k. Governors were reassured that the school will continue to actively promote the provision with a view to increasing the school’s uptake. It was noted that the school had not previously budgeted for this level of expenditure.		
5.22	Bought in professional services (SEN support staff agency and admin staff agency (E280-0249 and 0541)) – The School Business Manager advised the meeting that at last week’s meeting of the Resources Committee that the SEN support staff expenditure (E28-0249) was shown as £12.6k. This had since increased to allow for a 1:2:1 LSA (Learning Support Assistant).		
5.23	Main changes to the school’s expenditure - Governors asked the Headteacher what are the main changes to the school’s budget expenditure? The School Business Manager said that the main changes are a reduction in the school’s pupil premium income and increased costs in staffing by approximately £30k. It was noted that the school has proved to be prudent in its previous predictions regarding the pupil premium income. This allowing for some financial cushion to a challenging budget The LA recommended that all schools should be cautious in their calculation related to the expected pupil premium income.		
5.24	Nursery provision (deficit) - Governors asked the Headteacher what is the current deficit in the school’s Nursery provision? The School Business Manager said that the shortfall was approximately £50k. This related to staffing costs to run the nursery compared to the Early Years Grant income received of approximately £40K Governors were reminded that the provision will be reviewed in the autumn term.		
5.25	Philosophy for Children (P4C) – The Headteacher took the opportunity to advise the meeting that the school will be part of an evaluation with the NFER (National Foundation for Education Research) for teaching Philosophy for Children (P4C). The school will be one of the control schools from the commencement of the academic year 2017/18. In 2019 the school will receive approximately £4k for its participation in the programme as a control school.		
5.26	SLAs (service level agreements) and contracts – Governors asked the Headteacher whether or not current SLAs and contracts will be reviewed? The School Business Manager said that the major contract to be reviewed over the next 3 years will be the school’s cleaning and catering contract. The school had reviewed its use of utilities. There are no major concerns regarding the school’s expenditure on utilities. Consideration will need to be given to an onsite school kitchen in the future. Most of the school’s SLAs are related to curriculum enrichment. The ICT support		



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	contract with Turn it on has been reduced by 50% saving £7,000.		
5.27	<p>Other government grants (income) I07-8020– Governors asked the School Business Manager why under other government grants is the income at 0 (zero) for the financial years 2018/19 and 2019/20?</p> <p>The School Business Manager said that the school is not in a position at this stage to forecast what the school will receive during the financial years 2018/19 and 2019/20. The funding forecast of just under £15K this year is related to the schools current staffing structure which includes Teach 1st and SCITT teachers.</p>		
5.28	<p>Staffing, appointments and recruitment – The Chair commented on decisions to be made on the school’s staffing and appointments. The Headteacher advised the meeting that the school is a relatively small school with limited leadership opportunities when compared to larger schools. Succession planning has been identified on the SDP and will need to be explored in light of the current national recruitment challenges. Governors were reassured that the school will continue to do its best to recruit the strongest members of staff in keeping with the school’s high expectations.</p>		
5.29	<p>Inclusion Leader part time equivalent (part time) as opposed full time equivalent– Governors were advised that due to budget constraints and SEN needs the school will be recruiting an Inclusion Leader 3 days a week..</p>		
5.30	<p>Review of photocopying and reprographic costs Governors raised a concerns about reprographic costs – Governors were informed that the school will be actively reviewing its photocopying arrangements in an effort to make savings and reduce costs.</p>		
5.31	<p>Ratification of the school’s 2017/18 budget – Governors were asked to formally approve the school’s budget as recommended with a projected carry forward of £12K for 17/18 and a deficit of £97K in 18/19 rising to £237K in year 3 2019/20 It was noted that the Resources Committee had fully scrutinised the budget at their last meeting. Governors were advised that once approved and signed off the budget will be presented to the LA. The Chair took the opportunity to thank the School Business Manager and the Headteacher for their hard work and commitment regarding the presentation of the school’s budget for approval, which was considered rigorous and robust without compromise to the children’s teaching and learning.</p>		
5.32	<p>Budget challenges for the school in the future – Governors asked the SBM given the school’s fiscal challenges will the school be in a position to seek financial assistance from the LA if necessary and how?</p> <p>The School Business Manager said that the school could seek financial assistance from the LA by applying for a licenced deficit.</p>		
5.33	<p>Donations and voluntary contributions (Governors’ Fund) (I13-8121) – In relation to item 5.17 above, governors asked the Headteacher whether or not the forecast regarding the parental contributions towards the Governors’ Fund should be £1.2k, £3k if not more given the school’s financial challenges?</p>		



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	The School Business Manager said that the forecast of £1.2k should remain unless otherwise advised given the reported difficulties with the parents making a contribution and the risks presented in the budget pertaining to I08 -8322 nursery fees income £22K and the delayed sale of Clarence Road I08-8301 £24.5K		
5.34	Ratification of the school's 2017/18 budget – Governors unanimously AGREED the school's budget as presented, which was duly signed and dated by the Chair for submission to the LA.		
6.0	Recommendation from the Resources Committee – Staffing structure academic year 2017/18 Governors were referred to the school's staffing structure despatched in advance with the agenda papers. Governors noted the contents of the proposed structure as presented. It was noted that the structure was closely scrutinised at the last meeting of the Resources Committee. Members of the committee formally approved the structure and recommended its ratification to the Board. Governors unanimously AGREED the school's staffing structure t for 2017/18.		
7.	Any other urgent business items		
7.1	Marketing the School – The Chair advised the meeting that work will continue to take place in order to effectively market the school. The LDBS has offered to provide some assistance to the school. The Chair AGREED to make contact with the Chair of the CFCworking group, Lotis Bautista,	Chair/Chair CFCwg	asap
7.2	Nursery Open Days – It was noted that ,as part of the school's marketing strategy, arrangements were made for Nursery Open Days. Unfortunately, there were no one attended the the scheduled open days. The school received one telephone enquiry.. Governors acknowledged that there are a number of service providers offering Nursery provision where there is a great deal of competition for places. It was understood that the school and the governors will continue to effectively promote the school by advertising the provision in and around the local community area as best as possible. Governors were reminded that the CFCworking group are leading on marketing the school's Nursery provision on offer in an effort to increase the school roll.		
7.3	There were no any other business items raised.		
8.	Date and Time of Next Meetings		
8.1	Next full meeting of the Board - Governors were reminded that the next full meeting of the Board is scheduled to take place on 12 July 2017, at 6.30 pm .		
8.2	Headship interviews, appointment and extraordinary meeting of the Board to appoint the new Headteacher – Governors were advised that the last round of interviews, subject to the short listing process for the position of Headteacher, is scheduled to take place on 19 June 2017 . Depending on the outcome of the interviews the governors' panel will be making a recommendation to the Board. In order to ensure that there is		



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	collective responsibility, governors will be called to ratify the appointment of a new Headteacher. The Governors' meeting is provisionally scheduled to take place on 19 June 2017, at 5.30 pm .		
	Part two – confidential		
9.	Any Other Urgent Confidential Business Items		
9.1	Headteacher and Deputy Headteacher update – The Chair informed the meeting that the Headteacher had decided to resign hence the process now in place to recruit to the vacancy. Governors were advised that the Deputy Headteacher will also be leaving to take up a Headteacher position in another LA primary school. The interim Deputy Headteacher, Preeya Patel, was successfully appointed to the post following a submitted application, shortlisting and interview. Three candidates had applied for the Deputy Headteacher position. Three candidates were shortlisted. Governors took the opportunity to formally congratulate the new Deputy Headteacher on her appointment.		
9.2	New Headteacher Appointment – The Chair advised the meeting that the Headteacher will stay on at the school for another term (autumn 2017/18) to allow for a smooth transition to take place. Governors were reminded that the position was advertised accordingly and the application packs are ready. The Chair thanked members of the Board for their input and assistance with the process to date.		
9.3	New Headteacher Appointment schedule – Governors were informed that an LDBS and a LA adviser will be in attendance throughout the process of appointing to the Headteacher's position. Members of the Board will meet on 7 June 2017, to plan the interview process. The panel will shortlist on 13 June. The interviews will commence on 19 June at 10.00 am . Governors were asked to confirm their attendance, with the exception of the staff governors, throughout the process subject to their availability.		
	There being no further business items the Chair thanked members of the Board for their attendance and closed the meeting		

The meeting finished at 9.45 am.

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 **24 May 2017** at Christ Church (Brondesbury) Church of England Primary School at 8.30 am.

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

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