



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 **12 July 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	Present
Foundation PCC (2)		
Jason Kosky (Vice Chair)	VC	Absent
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	Present
Elected staff (1)		
Louise Cullinane	LC	Present
Associate members (3)		
Ben Catling	BC	Absent
Katie Tiller	KT	Present
Observer/advisers		
Adeola Oladejo, substantive Deputy Headteacher	DHT (s)	Present
Preeya Patel, interim Deputy Headteacher_	DHT (i)	Present
Ruby Tasheira, School Business Manager (SBM)	SBM	Present
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 meeting commenced with an opening prayer from Father Stephen France.		
2.	Apologies for Absence		
2.1	Apologies for absence were received in advance from the Vice Chair,		



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 **12 July 2017**, at **6.30 pm**.

	Jason Kosky, Rob Grover and Ben Catling. There were no further apologies received as all those expected to attend were in attendance.		
3.	Declarations of Interest Pecuniary or Otherwise in respect of items on the agenda		
3.1	Dessy Ohanians informed the meeting that she is a serving parent governor at another school in the LA area. The clerk reminded governors that it was not necessary to make such a declaration unless that declaration has any direct pecuniary interest or otherwise in respect of items on the agenda. In this case there were none. All such declarations will need to be made on the annual declaration of business interest pro forma at the commencement of the academic year and during the year where applicable. There were no further declarations received.		
4.	Governors' Code of Conduct		
4.1	The Chair reminded the meeting about the importance of adhering to the governors' Code of Conduct, especially regarding the need for commitment and confidentiality at all times. Governors were advised about ensuring that they familiarised themselves with the contents of the code. The Chair had been made aware that conversations had taken place in public areas of the school where staff, pupils or parents might overhear and that they should be circumspect about this. Governors acknowledged this and AGREED to adhere to the Code of Conduct. The Code of Conduct applies to all members of the Board without exception.	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 throughout the course of the year.		
5.	Minutes of the previous meetings (public meeting of the Board 22 March 2017 and Extraordinary meeting of the Board 24 May 2017)		
5.1	Public minutes of 22 March 2017 - The public minutes of 22 March 2017, had only just been received in draft format that day. It was AGREED that the minutes could be approved by sending the clerk any amendments required before next term. The minutes would then be signed off as a true and accurate record at the first full meeting of the Board next term.	Board	Autumn 2017
5.2	Extraordinary meeting minutes of 5th April 2017, 24 May 2017, 16th June 2017 – The Chair expressed regret that the minutes of the Extraordinary meetings had not yet been received. It was AGREED that these would also have to be rolled over in readiness for the next scheduled meeting of the Board in the autumn.	Board	autumn 2017
5.3	Matters arising – It was AGREED that any matters arising from the respective minutes of 22 March and the extraordinary meetings would be addressed at the Board's meeting in the autumn term.	Board	autumn 2017
	<u>MAIN BUSINESS</u>		
6.	Headteacher's Report		
6.1	The Headteacher reminded the meeting that tonight's report would		



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 **12 July 2017**, at 6.30 pm.

	<p>be delivered in the form of a PowerPoint presentation dispatched in advance with the agenda papers. The presentation can also be found in the Governors' room. The Headteacher spoke to the presentation adding extra comments and additional information. The Headteacher advised the meeting that this part of the meeting will give a comprehensive picture of the school's direction of travel and story so far to date (June 2017) focussing on the following:</p> <ul style="list-style-type: none"> • Standards • Governors' Ofsted data dashboard • School Development Plan (SDP) RAG (red, amber and green) rated • Staffing update. <p>The Headteacher welcomed challenging questions on the report..</p>		
	Basic Characteristic trend 2016		
6.2	The Headteacher referred governors to the school's roll. The number of children on roll is currently below the expected capacity of 234. Governors noted the basic characteristics of the school (2016) compared with the National (2016).		
	Most recent Ofsted October 2014 (and areas for improvement)		
6.3	Governors were reminded about the school's 2012-2014 journey from an Ofsted 'Requires Improvement' (RI) to currently being judged as 'Good'. The areas for improvement towards being an outstanding school were detailed on slide 3.		
	Current Context – Whole school context summer 1 2016-17		
6.4	Numbers on roll (capacity and gender) – The Headteacher informed the meeting that the current number of children on roll stands at 208. The school's capacity as detailed under item 6.2 above is 234. Governors were asked to note that Reception, Year 1, and Year 5 are boy heavy compared with the rest of the year groups.		
6.5	Pupil Premium – Governors asked the Headteacher whether the school's pupil premium numbers had increased, decreased or remained the same. The Headteacher said that there is in fact a slight decrease in the school's pupil premium numbers. This will have a negative impact on the school's pupil premium income. The Headteacher added that pupil mobility is a key issue because of the government's cap on benefits and housing.		
6.6	SEF (Self Evaluation Form) – The Headteacher AGREED to ensure that the SEF is presented next year detailing and capturing the school's key issues in readiness for an Ofsted inspection. In the meantime, governors were encouraged to familiarise themselves with the contents of tonight's presentation.	HT	academic year 2017/18
	2016 Things to shout about		



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 **12 July 2017**, at 6.30 pm.

6.7	Governors noted the things to shout about during the year 2016 as detailed in the presentation – slide 5.		
	2016 Governors' Dashboard		
6.8	Governors' noted the contents of the dashboard detailing the school's strengths in 2016, which were detailed in the presentation – slide 6		
	Things to consider		
6.9	<p>The Headteacher reported that based on the 2016-17 data, the following areas were rigorously monitored with interventions being introduced as required.</p> <ul style="list-style-type: none"> • Overall progress score in reading (Destination Reader introduced throughout KS2 in 2016-2017)) • Pupils achieving higher standard in English, Grammar, Punctuation and Spelling (EGPS) (Reviewed teaching and learning of EGPS in Year 6) • Average scaled score maths (EAL (English as an Additional Language) (Maths mastery principles were introduced in KS2. Maths boosters took place for Year 6 children from November – May). • Pupils achieving higher standard in reading (Destination Reader was introduced throughout KS2) 		
	Priorities to target		
6.10	The Headteacher referred the meeting to slide 8 which outlined the school's priorities to target for 2016-2017 along with the focussed actions taken.		
	EYFS		
6.11	<p>Historic overview 2013 -16 (EYFS GLD (Good Level of Development) - The Headteacher spoke to the school's historic EYFS data overview from 2013-2016 – see slide 10. Governors were informed that the school's 2016 data shows that 71.0% of pupils achieved a GLD.</p>		
	Why EYFS monitored FSM and Boys in 2016		
6.12	Governors were referred to the EYFS % of children achieving a GLD – see slide 11. The EYFS monitored FSM and Boys because only 56% and 57% respectively achieved a GLD.		
6.13	<p>EYFS Boys' GLD – Governors asked the Headteacher what the school is doing to improve the EYFS Boys' GLD. The Headteacher ensured that high quality PDM focused on improving boys' learning was delivered by a highly experienced EYFS consultant to the whole school.</p>		
	Current picture EYFS		
6.14	EYFS GLD (Moderation, EAL and EHCPs) - Governors were informed		



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 **12 July 2017**, at **6.30 pm**.

	that the school's EYFS GLD was 71% last year 2016, compared with the national 2016, 69%. The school's target this year was 83%. Following moderation of the EYFS data by an experienced EYFS practitioner and moderator, GLD this year is 78%. The Headteacher added that the outcome of the moderation was considered positive considering the number of EAL children on roll. There were two children with EHCP (Education Health Care Plans) this year. Both the children concerned will be leaving to attend special schools. There will be two children moving from the Nursery into Reception with autism and without an EHCP.		
6.15	Staff in the EYFS – The Headteacher took the opportunity to comment positively on the hard work and commitment of the staff in the EYFS in terms of developing the children during what was a very challenging year. Governors also expressed their thanks to the staff in the EYFS in recognition of their hard work and commitment to the children's teaching and learning.		
6.16	EYFS staffing – Governors asked the Headteacher whether the EYFS will be stable next year and what contingencies, if any, are in place. The Headteacher said that staffing in the EYFS is stable. Governors were reassured about the contingency arrangements in the EYFS. There is collective responsibility amongst the staff members who will adapt and adopt the shared good practice in the EYFS developed over time. The school had been in a similar challenging position before regarding staffing in the EYFS and coped well under the circumstances and had learnt from the experience.		
	Phonics		
6.17	Phonics data – The Headteacher referred the meeting to the school's phonics data as shown in slide 14. EYFS (secure), Phase 2 = 67% and Phase 4 = 30%.		
6.18	Phonics Year 1 and Year 2 (2016 and 2017) – Governors were reminded about the school's Year 1 and Year 2 phonics data for the school, which was detailed as follows: <ul style="list-style-type: none"> • Year 1 - School (2016) 89%, National 81% and School (2017) 81% • Year 2 – School (2016) 100%, National 66.7% and School (2017)83% 		
6.19	Summary from 2016: Summary from 2016 shows that the group with the lowest percentage of pupils achieving the expected standard is Black Caribbean children who are achieving below the school and its respective groups national average. 2017 data shows 100% of Black Caribbean pupils achieved the expected standard in phonics.		
6.21	Black Caribbean pupils achieving the expected standard in phonics (2017) – Governors asked the Headteacher what the school did to ensure that 100% of Black Caribbean pupils achieved 100% in their phonics test 2017.		



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 **12 July 2017**, at 6.30 pm.

	The interim Deputy Headteacher said that the children were given the opportunity to attend morning and afternoon phonics clubs and targeted interventions. The gap was closely analysed to ensure that the school's expectations were met.		
	KS1		
6.22	KS1 Greater depth higher than the average for outstanding schools – The Headteacher referred the meeting to the KS1 information as shown in slide 16. 2016 data showed that our children were outperforming the children in Outstanding schools.		
6.23	Closing the gap in KS1 – The Headteacher reassured the meeting that the school remains committed to closing the gap in KS1 regarding the percentage of children working at the expected standard. Governors noted the contents of the presentation regarding disadvantaged, fsm and EAL.		
6.24	Percentage of EAL children in KS1 - Governors asked the Headteacher whether the number of EAL children on roll had increased The Headteacher said that the number of EAL children had increased. A number of children arrived with no English in Reception. This includes some children higher up the school. Some of the children are new to the country including their parents.		
6.25	Working with the EAL children and their families – Governors asked the Headteacher what the school is doing in terms of working with the EAL children and their families and what the challenges for the school are,if any. The Headteacher said EAL workshops have been on offer to the parents. The new SENDCO will also be working closely with the parents and their children. The Headteacher added that the challenge for the school is the language barrier. In some cases, the staff are called upon to assist where possible with language issues and translations. Effective communication with the parents remained key for the school in assisting with the children's teaching and learning outcomes.		
6.26	The number of additional languages spoken in school – Governors asked the Headteacher how many additional languages were spoken within the whole school community and what is the main language spoken in addition to English. The Headteacher said that according to the school's census there are approximately 70 languages spoken across the whole school community. The main language spoken is Arabic.		
6.27	Support from the LA regarding work with EAL children and translation services – Governors asked the Headteacher whether there remained any services available from the LA to support the school with the EAL community and language translation. The Headteacher said that there were no services on offer from the LA regarding EAL and language translation. The Headteacher advised the meeting that the consultancy services of another LA were sourced and bought into. The Headteacher commented positively on the services		



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 **12 July 2017**, at 6.30 pm.

	on offer, which the school will continue to use to provide the necessary supported needed in the best interest of the whole school community.		
	Comparison of 2017 KS1 results with 2016 and 2016 national		
6.28	KS1 Age Related Expectations (ARE) and Greater Depth (GD) – The Headteacher referred the meeting to the school’s comparative data as shown in slide 18. The 2017 data shows an improvement the number of children achieving ARE and GD in Reading, Writing and Mathematics compared to 2016.		
	KS2		
6.30	KS2 Historical 2016 Outcomes – The Headteacher outlined the school’s historical outcomes for KS2 – see slide 20. The Headteacher reminded the meeting about the rise in expectations (in particularly in reading) following the new KS2 tests.		
6.31	Good news picture for KS2 in 2016 2016 data showed an increase in the percentage of pupils achieving at the higher standard in reading, writing and mathematics when compared to previous years and nationally – see slide 21.		
6.32	Story of our current Year 6 2017 –Slide 22 shows details of staffing challenges in Year 6. It was noted that from February 2017, the interim Deputy Headteacher, with the support of a supply teacher, covered the Year 6 core subjects in reading, writing and maths and SPAG. A number of supply teachers covered the foundation subjects. There was a consistent supply teacher in place since the spring half term for a period of 4 days a week.		
6.33	Year 6 challenges and the work of the interim Deputy Headteacher – Governors were asked to note the number of challenges in relation to the number of pupil premium pupils (10/49 (20%)), higher number of SEN pupils (6/42 (14%)) and EAL (16/47 (11%)). Governors acknowledged the challenges faced by the school regarding the current Year 6 and the achievements made to date. Governors took the opportunity to congratulate and thank the interim Deputy Headteacher for her work with the Year 6 children evidenced by the results shown.		
6.33	Year 6 teacher leaving after a month – Governors asked the Headteacher was there any particular reason why the Year 6 teacher left after one term. The Headteacher said that the member of staff concerned left for good reason in keeping with the school’s teaching and learning ethos and expectations.		
6.34	Comparison of KS2 Results 2016 and 2017 – Governors were referred to and noted the school’s comparative KS2 results for both 2016 and 2017. Governors were asked to note the school’s 2016 validated data compared with the school’s national results 2016. Governors were also asked to note the school’s unvalidated 2017 data for the whole		



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 **12 July 2017**, at 6.30 pm.

	cohort (29 pupils) and the unvalidated 2017 data with 2 disapplied pupils removed (27 pupils). The school will potentially ask for 3 pupils to be disapplied in line with NCA guidelines.		
6.35	<p>Maths (ARE) unvalidated school 2017 2 disapplied pupils removed (27 pupils) (GPS paper and GD in reading) – Governors asked the Headteacher whether the percentage shown for maths was low at ARE, which was 63% compared with last year’s national 2016 70%.</p> <p>The Headteacher said that the school’s percentage for maths shown may look low, however, two children achieved a scaled score of 99 leaving them 1 mark away from achieving ARE.</p> <p>SATs papers will be resubmitted for marking, which could potentially take the school’s percentage up to 71%. Governors were asked to note the school’s GD in reading, which is an improvement on last year.</p>	Update in Autumn Term	HT
6.36	<p>GD target – Governors asked the Headteacher why the GD target for writing was set low given the visible improvements made by the school.</p> <p>The interim Deputy Headteacher advised the meeting that the standard for achieving GD in writing had been raised. Based on local authority guidance, the school made an informed decision to attempt to secure as many children achieving at the expected standard in writing.</p>		
6.37	<p>Year 6 Easter Revision – Governors commented positively on the Year 6’s approach to their Easter revision session, especially in readiness for their SATs and Year 7 teaching and learning experience.</p>		
6.38	<p>Governors’ Visits – The Chair took the opportunity to comment positively on the work she saw the Year 6 doing during her visit to the school. Even after their SATs the Year 6 were still focusing on their maths, which they appeared to enjoy.</p>		
6.39	<p>‘Writer of the Week Book’ – Governors asked the Headteacher why there were no Year 6 children shown in the school’s ‘Writer of the Week Book’.</p> <p>The interim Deputy Headteacher said that all classes contribute to the ‘writer of the week’ book. The writing displayed in this book was of the ‘best standard’ for that child.</p>		
	Pupil Premium		
6.40	<p>Pupil Premium Report on Website –The Headteacher reminded the meeting about the importance of the pupil premium income designed to close the gap between FSM (disadvantaged) children and non-FSM children. The pupil premium report can be found on the school’s website. Governors AGREED to ensure that they visited the website to familiarise themselves with the contents in the event of an Ofsted inspection.</p>	Board	asap
6.41	<p>Pupil premium statistics, Comparison of KS1 and KS2 Pupil Premium and non Pupil Premium attainment data – see slide 27 – Governors were referred to the school’s Pupil Premium statistics and</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 **12 July 2017**, at 6.30 pm.

	comparative data as detailed in the Headteacher's presentation. In line with item 6.40 above, governors AGREED to familiarise themselves with the school's pupil premium statistical information and data.	Board	asap
	Attendance		
6.42	Governors' Dashboard (Attendance) – The Headteacher spoke to the school's attendance information. Governors were asked to note the information shown in relation to weaknesses in 2016, historic picture of attendance, attendance data taken from the termly census, vulnerable groups' attendance data and attendance of class groups. The Headteacher gave credit to the admin team for their persistence regarding attendance. Attendance is also closely monitored by the link governor for attendance, Louise Cullinane. Attendance is now 96.4%. The national average last year (2016) was 96.1%. The children appeared to be enjoying their teaching and learning and the curriculum content and as a result this is improving attendance. The school is just above last year's target.		
6.43	Absenteeism – Governors asked the Headteacher what the school's approach is to persistent absenteeism The Headteacher said that the school takes a very serious approach to absenteeism, especially where this is persistent. One family was taken to court and fined because of persistent absenteeism. Since that time attendance has improved with assistance from the school's assigned EWO (Education Welfare Officer) from the LA. It was understood that both parents are expected to pay the fine.		
6.44	Attendance figures and any identifiable groups with issues of attendance – Governors asked the Headteacher about the school's latest attendance figures and whether there were any vulnerable groups whose attendance gave particular cause for concern. The Headteacher said that the latest attendance figures across the year groups are as of 5 July 2017, which as stated under item 6.42 above is 96.4%. The Headteacher expressed concerns about the attendance of SEND children with EHCPs. Much of their hospital and medical appointments take place during the day and are recorded as an authorised absence impacting on the school's attendance figures.		
	Behaviour		
6.45	Class Dojo – Governors were referred to the school's data regarding behaviour and the effective use of the 'Dojos' introduced from September 2016. Governors congratulated the school on the effective use of the school's 'Dojos' and on the data shown regarding the school's improved behaviour. It was noted that a LA behaviour audit is scheduled to take place in the autumn term 2017. The Headteacher AGREED to provide an update once the audit had taken place.	HT	asap
	Quality of teaching summer 1 2017		
6.46	Quality of teaching across the year groups – see slide 36. The Headteacher referred the meeting to the school's quality of teaching		



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 **12 July 2017**, at 6.30 pm.

	data across the year groups. Governors were advised that the tabled and circulated data shown on the A3 sheet will be updated shortly and re-circulated once finalised.		
6.47	Teach First – Governors asked the Headteacher whether the Teach First teachers are staying on at the school next year. The Headteacher said that the two Teach First teachers will be remaining at the school next year in the same year groups.		
6.48	Tapestry – Governors asked the Headteacher what ‘Tapestry’ refers to as shown in the school’s quality of teaching data. The Headteacher said that this is an online assessment recording system used by the EYFS team to monitor and record progress and attainment.		
6.49	Good to Outstanding teaching and teaching staff vacancies – Governors asked the Headteacher about how the school plans to develop Good to Outstanding teaching and whether there are going to be any teaching staff vacancies at the start of next year. The Headteacher said that the school will continue to use experienced school staff and external practitioners to consistently maintain develop Good teaching and to increase the number of teachers demonstrating outstanding teaching and learning. The Headteacher added that she was aware of one teaching staff vacancy, which is likely to be covered by a supply teacher. Governors were reminded that there is a national shortage of teaching staff and the situation is not unique to the school regarding recruitment and retention and the competition for the best staff.		
	Finance, HR and Premises		
6.50	Easter Camp and Summer Camp – The Headteacher informed the meeting that the school’s half term Easter Camp was a success. Due to its success, the school is exploring the offer of a Summer Camp, which will be offered to the parents at a cost of £25 per day. An external company will be offering the service and will be renting the premises.		
6.51	Summer Camp Pupil Premium children – Governors asked the Headteacher whether the Pupil Premium children will receive a discount if they attend the Summer Camp. The Headteacher said that the school will be unable to do so this year. The Headteacher AGREED to look at the matter on an individual basis.	Headteacher	asap
6.52	Santander discovery day arranged to take place in July – Governors were asked to note that staff from Santander will be visiting the school on 26 July. The purpose of their visit will be to voluntarily assist with some painting around needed around the school. The necessary resources will be purchased to ensure that the voluntary work to take place.		
6.53	Boundary wall - Governors were advised that the work on the boundary wall had been completed. The school received a £200 donation from Dave Hewitt building contractors to make improvements to the flower bed area adjacent to the boundary wall.		



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 **12 July 2017**, at **6.30 pm**.

6.54	Clarence Road – An update was given on the progress of the sale of the property. This was expected to be completed today (12 July). It was understood that the bidder had requested a reduction of approximately £100k on the agreed price offered. No exchange of contracts had taken place to date. It was understood that the original figure would be pursued without a reduction. If the bidder is unable to meet the market value and the original price then the property will go back on sale. Governors expressed concerns about the time taken to secure the sale and the need to move on as quickly as possible, given the school’s current financial situation	Update at next FGB	Fr SF
6.55	Upgrade works to intruder alarm and CCTV, Clarence Road sale and government grants to fund the school’s security improvements and CCTV – The HT and SBM raised concerns about the school’s current security arrangements. There have been numerous occasions where the intruder alarm has failed to set. The CCTV does not currently meet the schools needs to support our safeguarding and Lockdown procedures. Governors AGREED that the Resources Committee will look at this in more detail in the Autumn term. It was hoped that the sale of Clarence Road would have provided the necessary resources to make the necessary improvements to the school. The Resources Committee AGREED to look what will be made available from the sale again as well as the need to explore the possibility of securing finances from government grants to improve the school’s security and CCTV.	Resources Committee	autumn term
	Personal and Social		
6.56	Educational visits this year – The Headteacher tabled and circulated a list of the school’s educational visits. It was noted that one visit was cancelled this year for health and safety reasons because of the reported incident in Westminster. Further planned visits to central London were also cancelled. All other scheduled trips went ahead and were much enjoyed by the children. Year 4 visited Kew Gardens. The school is registered as one of the LDBS Haven schools.		
6.57	Pupil Leadership positions – Governors were advised that the children were recruited to various Leadership positions across the school, which were well received and taken seriously with the correct level of responsibility.		
	Recording and Evaluating School Improvement		
6.58	SEF (Self Evaluation Form) and SDP (School Development Plan) - The contents of the school’s SEF was noted. The SIP was despatched in advance with the agenda papers.		
	School Improvement/Development		
6.59	The Headteacher reminded the meeting that the SIP (School Improvement Plan) is written for a year and shared termly with the Board. The SDP covers a period of 3 years. The SIP is reviewed each term and the key areas identified in need of action. It was noted that the SEF is written and reviewed annually. Governors were asked and AGREED to ensure that they familiarised themselves on an ongoing basis with the contents of the SIP, SDP and the SEF in readiness for an	Board	ongoing



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 **12 July 2017**, at 6.30 pm.

	Ofsted inspection.		
6.60	The Headteacher concluded her presentation. The Chair thanked the Headteacher for her thorough and well-presented presentation detailing the school's successes to date. (The interim Deputy Headteacher was also thanked for her work with Year 6 and the interim arrangements in the absence of the Deputy Headteacher during her period of maternity leave.		
6.61	Appreciation of the teaching staff and the support staffs' hard work and commitment throughout the year – Governors asked the Headteacher what was the best way to express their appreciation to the staff for their hard work and commitment throughout the course of the year. The Headteacher reminded the meeting about the role of the Pay Committee in effectively and fairly reviewing staff salary recommendations. This had been carried out appropriately to date. It was understood that the Board had made a generous contribution to the staffs' well-being over the course of the year. The Chair AGREED to write to the staff to thank them on behalf of the Board for their hard work and commitment throughout the course of the year.	Chair	asap
6.62	Governors' Fund – The School Business Manager took the opportunity to remind the meeting that the sum collected towards the Governors' Fund to date remains at £30.00 only. It was noted that more will need to be done to ensure that the parental contributions were reasonably increased. The parents will need to be reminded on an ongoing basis about the importance of their voluntary contributions and how their contributions are effectively used by the school and the Board, especially regarding the maintenance of the school's premises.	SBM and Resources committee	Autumn term
6.63	Availability of the SEF – Governors commented positively on the production of the Headteacher's thorough reports throughout the course of the year at meetings of the Board and the respective committees. It was understood that the SEF is also a useful document for governors having a greater understanding of the school and the challenges. Governors acknowledged that although useful the SEF is in fact no longer a legal requirement. The Headteacher advised the meeting that that the school's assigned LA School Link Adviser, Nick Butt, had looked at the slides used at tonight's presentation and was impressed with the level of information shown and its accessibility. He commented positively on how clearly the presentation slides comprehensively details the school's story under the leadership and management of the Headteacher. In the event of an Ofsted inspection the information will prove useful to the Board in addition to the SEF.		
	Julie Harris left the meeting at this stage and did not return due to a prior engagement		
6.64			
7.	Policies for Review and Approval – Safeguarding and Child Protection Policy		
7.1	The Chair's link governor for safeguarding update - The Chair took 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 **12 July 2017**, at 6.30 pm.

	opportunity to inform the meeting that, as the link governor responsible for Safeguarding and Child Protection, she had carried out a safeguarding audit. This was carried out with the Headteacher and school's NLG (National Leader of Governance) Narinder Nathan. A staff safeguarding questionnaire was also completed and the Chair conducted face-to face interviews with 3 members of staff - 2 teachers and 1 TA. The Chair AGREED to provide a further update in the autumn term	Chair	Autumn term
7.2	Safeguarding and Child Protection Policy – Governors were asked to approve the school's Safeguarding and Child Protection Policy as presented. The Safeguarding Policy was dispatched in advance with the agenda papers. Governors were advised by the Headteacher that the Safeguarding and Child Protection Policy will be sent to the LA's Safeguarding Team for any comments. In the meantime, the current version will go onto the school's website unless otherwise advised. Governors were asked to raise any questions if any prior to ratification of the policy at the start of the new school year. Governors AGREED to do so.	HT and Board	asap First FGB
7.3	Safeguarding and Child Protection Policy (Radicalisation) – The Headteacher commented on the importance of the school's and the Board's responsibilities regarding the government's 'Prevent' agenda and all forms of radicalisation, including gang culture. There was a heightened awareness raised by the LA in light of recent events in London and Manchester. Governors were informed that in the event of an emergency situation the school has signed up as an 'LDBS Safe Haven School'.		
7.4	Safeguarding and Child Protection (Lock Down Policy) – Governors asked the Headteacher whether the school has a Lock Down Policy in place and if so are the staff aware of its application in the event of an emergency. The Headteacher said that the staff are aware of the necessary action to be taken in the event of an emergency. Weekly Safeguarding briefings are used as an opportunity to raise and update awareness. The annual Safeguarding training for all staff will take place during INSET day 1 in the Autumn term. There is also a staff briefing folder in the staffroom.		
7.5	Safeguarding and Child Protection (Children Missing in Education (DfE) model policy – It was AGREED to ensure that reference was inserted into the school's Safeguarding and Children Protection Policy regarding the DfE's model pertaining to Children Missing in Education. It was noted that all policies linked to the school's Safeguarding and Child Protection Policy was highlighted in 'Blue' within the policy.	HT	asap
7.6	Children Missing in Education – Governors asked the Headteacher what the school's procedure is for taking children off roll if Missing in Education. The Headteacher said that the children are not taken off the school's roll until their whereabouts are confirmed. The Headteacher reassured		



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 **12 July 2017**, at 6.30 pm.

	the meeting that all the necessary follow up action, guidance and advice is taken in consultation with the LA Education Welfare Officer.		
7.7	Safeguarding and Child Protection Policy – Governors formally AGREED the school’s Safeguarding and Child Protection Policy subject to any further notified amendments relayed to the Headteacher.		
7.8	Submission of future policies for adoption by the Board – It was suggested and AGREED that future policies were submitted to the Board for approval with a briefing paper detailing the changes made as opposed to the governors reading the policy/policies in full.	HT/Board	ongoing
7.9	Reporting incidents when children are injured – Governors asked the Headteacher whether photographs are taken of the children when they injured in any way. The Headteacher said that the school is unable to take photographs of a child’s injury. Any evidence of injury is recorded on the Safeguarding Incident Record Form.		
8.	Feedback from the committees and working group:		
8.1	Performance Committee – The minutes of the last meeting of the Performance Committee were not yet available. The draft minutes will follow well in advance of the next full meeting of the Board and the committee’s next meeting. The Chair of the committee, Dessy Ohanians, informed the meeting that she was elected as the new Chair of the committee. She added that much of what was discussed at tonight’s meeting under the Headteacher’s presentation was detailed at the committee’s meeting. There was nothing further to add at this stage.	Clerk	asap
8.2	Resources Committee – The minutes of the last meeting of the Resources Committee were not yet available. The draft minutes will follow well in advance of the next full meeting of the Board and the committee. In the absence of the Chair of the committee and Vice Chair of the Board, Jason Kosky, it was noted that the main agenda item discussed was the school’s budget, which was detailed under the Headteacher’s presentation at tonight’s meeting under finance, HR and premises. There was nothing further to add at this stage.	Clerk	asap
9.	Update on Nursery/Reception numbers		
9.1	Reception - The School Business Manager informed the meeting that the places on offer had fluctuated. There are 30 places on offer with 20 confirmed for September 2017.		
9.2	Nursery – The School Business Manager informed the meeting that 20 of the 24 places were offered and confirmed as accepted of which 5 were full-time.		
10.	Children, Families and Community Work - Marketing the School		
10.1	The Chair of the working group, Lotis Bautista, gave feedback on meetings with LDBS representatives who had given advice on improving the way the school markets itself and she reported back on the action plan to take this forward. Governors were referred to the briefing paper despatched in advance with the agenda papers. Governors were reminded about the importance of increasing pupil		



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 **12 July 2017**, at 6.30 pm.

	numbers on roll.		
10.2	In summary, a rigorous and robust audit of the website had taken place focused on identifying ways is improving the school's website as a means to promote the school. It was noted that the search engine currently directs people to other websites rather than the school and this needs to be improved .There is still a to raise the school's profile and reputation in the local community and surrounding area. Focussed work will need to take place on looking at the surrounding demographics in the North Kilburn area, the church congregation and Willesden Lane.		
	Governors thanked Lotis Bautista for her detailed briefing paper and action plan. Governors were asked and AGREED to assist Lotis Bautista to take this forward forward, with assistance from the working group members Julie Harris and Katie Tiller. The Headteacher AGREED to give feedback at the next meeting of the RIG regarding the steps taken to date going forward.	Board Headteacher	asap RIG
10.4	Governors were also advised that some affluent parents in the locality choose to send their children to independent schools. Therefore, it is important for the school to publicise its successes, showing realistic comparisons of progress,contextualised national and local data and the children's secondary school destinations.		
10.5	The Headteacher informed the meeting that the school had provided 11+ tutoring opportunities this year for some of the children to aid their applications to selective schools. In one case, a child gained a place at North London Collegiate an independent day school for girls.		
11.	Governing Body Membership		
11.1	DBS - Governors were referred to the membership list despatched in advance with the agenda papers. It was noted that JD's DBS had been automatically renewed on the Update service but this was not reflected here. The Clerk AGREED to liaise with the School Business Manager regarding the DBS updates for the members of the Board.	Clerk/SBM	asap
11.2	Associate Members – It was AGREED that the terms of office for the Associate Member (KT) will extend to a period of 4 years as opposed to 1 year. Governors approved the renewal of KT's status as Associate Member. The other Associate member was not present and would need to be contacted before the next FGB.	Clerk/Chair	asap
12.	Governor Training Updates and Link Visits		
12.1	Governors were reminded about the importance of reporting back on any training attended and on its usefulness to ensure that the governors' training record can be brought up-to-date. The training material from the Governors' training days at school will be uploaded into the Governors' Zone. Governors were asked and AGREED to ensure that they fed back on the recent school base training session. The Chair requested that evaluations from the school based training are returned as soon as possible.	Board	asap
13.	Matters Arising from the Board's Meeting held on 22 March 2017, and the Extraordinary Meeting held on 24 May 2017		



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 **12 July 2017**, at **6.30 pm**.

13.1	It was decided that matters arising from the meetings of the Board on 22/3/17 and 24/5/17 could not be discussed as governors had not received these in time. Any matters arising if any from the respective minutes will be picked up in the autumn term. Governors AGREED to raise any matters arising at the Board's meeting in the autumn term.	Board	Autumn term
13.2	Link Governors – The Chair informed the meeting that there were some updates made to the link governors' list which was despatched in advance with the agenda papers. Governors were encouraged and AGREED to follow up their links with the appropriate staff members in the autumn. The links will be reviewed again in the autumn in readiness for the new academic year.	Board	Autumn term
14.	Any Other Urgent Business Items		
14.1	Outstanding minutes –A member of the Governing Body raised concern about the backlog of FGB and committee minutes which had not yet been made available by the clerk and the impact this was having on the governors' work and efficiency. The clerk was given the opportunity to respond.The Chair then reminded the Board that she and the Vice Chair would be meeting the clerk for the annual review of the contract the following week and that the matter would be resolved there in an appropriate and professional matter so that this situation did not recur.		
14.2	Communication received from an ex member of the Board and member of staff –The Headteacher read out an email communication received from the ex-Associate Member David Weston. He congratulated the school on its positive journey. Governors thanked the Headteacher for sharing the positive communication with them and acknowledged the journey of the school, which was detailed throughout tonight's meeting during the presentation and at many earlier meetings.		
	Lotis Bautista left the meeting at this stage and did not return		
14.3	Next year's meeting dates academic year 2017/18 – A first draft of very provisional meeting dates for the academic year 2017/18 were made available. These had been proposed by governors at the training day the day before. The Chair stated they were still to be finalised by the SLT the following week and may well be subject to change.	Chair and HT	Asap
14.4	Resignation of the Clerk: The clerk informed the Board that he had notified the Chair, Vice Chair and the Headteacher in advance of the meeting that ,due to personal reasons, he had decided to cease clerking arrangements with the school at the end of the Autumn term (2017) or sooner	Chair and Vice Chair	Autumn term
14.5	Deputy Headteacher's resignation and presentation – Governors were reminded that the Deputy Headteacher, Adeola Oladejo was leaving having secured a Headship at another LDBS primary school. The Chair and the Board thanked her for her hard work and commitment to the school and wished her well in her new role. As a token of the Board's appreciation Adeola Oladejo was presented with a card and a gift.		



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 **12 July 2017**, at 6.30 pm.

	Louise Cullinane, Keith Le Bihan , the substantive Deputy Headteacher and interim Deputy Headteacher left the meeting at this stage and did not return for the confidential item.		
	Part Two – Confidential items		
15.	Confidential minutes of the Extraordinary meeting held on 5 April 2017		
15.1	The confidential minutes of 5 April 2017, were received and noted. It was AGREED that they will be signed off at the next full meeting of the Board in the autumn term.		
16.	Confidential Matters Arising		
16.1	There were none raised.		
17.	Any Other Urgent Confidential Business Items		
17.1	See confidential minutes attached – <u>strictly for governors' only unless otherwise advised.</u>		

The meeting finished at 8.57 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 **12 July 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