



Attendees

Name	Initials	Attendance
Governors		
Headteacher (1)		
Joy Donaldson (head teacher), ex officio	JD	Present
Foundation ex officio (1)		
Father Stephen France	Fr SF	Absent
Foundation PCC (2)		
Jason Kosky (Vice Chair)	JK	Present
Alison Schulte	AS	Absent
Foundation Deanery Synod (2)		
Robert Grover	RG	Present
Mike Hutchinson(Chair)	MH	Present
Foundation LDBS (2)		
Gill Wood	GW	Present
Lotis Bautista	LB	Absent
LA (1)		
Janis Denselow	JD	Absent
Elected parents (2)		
Vacancy		
Julie Harris	JH	Absent
Elected staff (1)		
Louise Cullinane	LC	Present
Associate members (3)		
Ben Catling ¹	BC	Present
Dessy Ohanians ²	DO	Present
Katie Tiller ³	KT	Present
Observer		
Keith Le Bhian	KLB	Present
Clerk		
Michael Thompson	MT	Present

Part one

Item		Who	When
1.	Welcome, opening prayer, apologies for absence and declarations of interest		
1.1	Welcome - The Chair welcomed all those in attendance. The Chair		

¹ As of item 3.2: previously an observer.

² As of item 3.2: previously an observer.

³ As of item 4.3: previously an observer.



	especially welcomed the perspective associate members Ben Catling and Dessy Ohanians.		
1.2	Opening prayer –The headteacher opened the meeting with the school's prayer.		
1.3	Apologies – Apologies for absence were received in advance from Father Stephen France, Alison Schulte, Lotis Bautista, Janis Denselow and Julie Harris.		
1.4	Declarations by governors of interest pecuniary or otherwise in respect of items on the agenda and notice of confidentiality -There were none received. The Chair reminded the meeting about the importance of ensuring that all parts of the meeting both public and confidential should remain confidential unless otherwise stated.		
2.	Reminder of the Board's structure and governor/associate member appointment process (membership and Instrument)		
2.1	The membership and the Instrument setting out the size and composition of the Board was received in advance and noted. The Chair advised the meeting on the Board's membership as a Voluntary Aided (VA) Church of England Foundation school, which was different in composition compared to community schools with no Foundation governors. The Chair commented on the process for appointing Foundation governors. He had also consulted Will Connelly about this during the recent commissioned review of governance and concluded that the process was robust.		
2.2	However, given concerns about transparency, the Chair proposed that a policy was drawn up regarding the process for recommending Foundation governors and associates of the Governing Board for appointment by the LDBS and Board respectively. Clerk to schedule on agenda of next meeting.	Clerk	Next full meeting
3.	Brief presentations and questions to associate members		
3.1	The Chair asked members of the Board to introduce themselves individually for the benefit of the prospective associate members in attendance. Ben Catling and Dessy Ohanians detailed in turn their experience, expertise, commitment and what they both had to offer to the school and the Board.		
	The prospective associate members left the meeting at this stage and returned after the Board had considered whether to appoint them as associate members		
3.2	The Chair informed the prospective associate members that the Board AGREED to officially appointment them to the positions of associate members. Both AGREED to take up the positions for a year ending 20 July 2017. Ben Catling AGREED to serve on the Resources Committee and Dessy Ohanians AGREED to serve on the Performance Committee. Although it was a decision for the respective committees it was AGREED that the newly appointed associate members should in principle have voting rights on these committees. They were both welcomed to contribute to tonight's meeting.		
4.	Agree proposed LDBS governor as of 1 September 2016, and renew		



	existing associate members' terms of office		
4.1	The Chair advised the meeting that Gill Woods' term of office as a LDBS Foundation governor was due to end on 31 August 2016. She had decided not to stand for a further term of office. Tonight's meeting would be her last meeting as a governor. The Chair proposed that either Katie Tiller or Keith Le Bhian should be recommended by the Governing Board to the LDBS for approval as LDBS Foundation governor.		
	Katie Tiller and Keith Le Bhian left the meeting at this stage and returned after the Board had considered which to recommend to the LDBS for appointment to the LDBS Foundation governor vacancy		
4.2	Keith Le Bhian AGREED to be recommended for appointment to the LDBS governor vacancy, subject to approval by the LDBS. The Chair AGREED to inform the LDBS of this.	Chair	asap
4.3	Associate member - Katie Tiller was asked and AGREED to take up the remaining associate member position on the Board ending 20 July 2017.		
5.	Appoint vice chair as of 1 September 2016		
5.1	The Chair invited nominations for the position of Vice Chair given the outgoing Vice Chair's (Gill Woods') decision to stand down as a governor. Nominations for the position of Vice Chair were received for Robert Grover and Jason Kosky. There were no further nominations received. Jason Kosky spoke to a statement regarding his role, responsibility and commitment to taking up the position of Vice Chair. Robert Grover decided not to stand for the position. Jason Kosky was elected Vice Chair and AGREED to take up the position unopposed.		
6.	Appoint safeguarding governor as of 1 September 2016		
6.1	The Chair invited governors to volunteer as governor with responsibility for safeguarding governor, following decision of Gill Wood, who currently held the role, to stand down. Gill Wood spoke succinctly about the role and its responsibilities. Jason Kosky AGREED to take up the position on an interim basis. It was noted that all link governor positions would be reviewed in the autumn at the first full meeting of the Board. Clerk to schedule on agenda of next FGB.	Board Clerk	Next full meeting
	Main Business:		
7.	Chair's report		
7.1	The Chair had nothing to report at this stage in the meeting.		
8.	Headteacher's report (annual strategic plan and staffing structure)		
8.1	The headteacher's report and supporting documentation was despatched in advance of the meeting. Therefore, governors had already had the opportunity to read the report's contents. Governors were encouraged to ask challenging questions.		
8.2	Staff attendance – Governors commented positively on the staffs' attendance figures. The attendance for the teaching staff was 98% and 83% for support staff.		
8.3	Governors asked the headteacher how many members of the teaching staff had impacted on the attendance figure not reaching 100%?		



	The headteacher said that the number related to one member of staff.		
8.4	Partnerships – Governors commented positively on the range of partnerships with schools in other LAs and schools within the RIG (Rapid Improvement Group). The headteacher AGREED to keep the governors informed about the school's commitment to increasing its partnership arrangements.	HT	asap
8.5	Quality of teaching, learning and assessment – Governors asked the headteacher whether it was unusual for 12% of teachers to be RI as detailed in the report. The headteacher said that as a result of the recent classroom observations that 25% of teaching over time was judged to be outstanding, 88% was good or better including NQTs on track or exceeding and 0% inadequate. Ideally the school would not want any RI teachers, but 12% represented one teacher. The headteacher advised the meeting that the situation was under review with support.		
8.6	Effectiveness of leadership and management – Governors asked the headteacher about the decision to withdraw from being the LDBS lead school in Brent in the light of a review of leadership capacity. The headteacher said that this related to the SCITT (School Centred Initial Teacher Training) programme. The school would no longer be a lead school, as the leadership capacity was no longer in a position to support the role.		
8.7	2016 data KS1 (Year 2) reading, writing and maths (end of KS1 attainment and progress) – Governors asked the headteacher how the school arrived at the figure of 95% for its 2016 target in reading, writing and maths. The headteacher said that although the targets had been set at 95%, the school had still done well compared with results nationally and in Brent, particularly given the new SATs regime. She detailed the preliminary results as follows: <ul style="list-style-type: none"> • Reading at expected – National 2016 74.2%, school 83% and LA 74% • Writing at expected – National 2016 65.7%, school 80% and LA 67.9% • Maths at expected – National 2016 72.8%, school 76% and LA 73.7% • Reading, writing and maths – National 2016 60.4%, school 77% and LA 63.3%. The headteacher added that under the New National Curriculum and its challenges no school had quite known what to expect. The 95% target had been reviewed and moderated and compared with other schools was now considered challenging.		
8.8	2016 data KS2 (Year 6) reading, writing maths and GPS (grammar, punctuation and spelling) attainment and progress – The headteacher		



	spoke about the school's KS2 results and referred the meeting to the two outcomes as shown for 26 children and 22 children. Of the 26 children, four had been discounted as they were new arrivals to the country and had not previously been exposed to the curriculum.		
8.9	The headteacher advised the meeting that challenging targets had been set, but the results, particularly for reading and maths, had been disappointing. The school's area of strength was in writing, but all areas would need to be improved. The school had learnt from the experience and would put in processes to assist in readiness for next year. Two reading papers were re-submitted for marking as they had missed 100% by a single mark. The headteacher AGREED to report back on the outcome of the re-marking.	HT	asap
8.10	Governors asked the headteacher what the school would do differently next year to improve the Year 6 SATs results. The headteacher said that the school was linked with the Hackney Learning Trust on a programme designed to increase the children's awareness in reading. The reading test this year was an hour long with lengthy sections for the children to read and understand. The headteacher was working with Kingsbury Green Primary School on a maths programme. Kingsbury Green's maths expert would be working with the school one day a week next year (academic year 2016/17).		
8.11	EYFS (Early Years Foundation Stage) GLD (Good Level of Development) –Governors congratulated the school on its EYFS GLD data showing targets and actual achievements from 2014-2016. The headteacher gave credit to the EYFS team where the 2016 target for expected or exceeding ELG (Early Learning Goals) was 76%. The school's actual result had been 71% GLD. It was noted that some children had left the school since the target was set. The school had exceeded the national target of 66%.		
8.12	Phonics data – Governors congratulated the school on its phonics results, which were 89% in Year 1 and 100% in Year 2. The school exceeded the national target of 80.8%.		
8.13	EAL and SEND data - The headteacher AGREED to provide an update at the next meeting of the Performance Committee in the autumn term. Clerk to schedule on agenda.	HT/clerk	Autumn term 2016
8.14	Personal development, behaviour and welfare –Whole school attendance –Governors congratulated the school on its summer term pupil attendance figure, which was 96.5%. This time last year the figure had been 95.1%.		
8.15	Governors asked the headteacher whether Eid had impacted on the school's attendance figures. The headteacher said that 40% of children in Reception had been absent from school on the day in question, which had been recorded as a religious holiday.		



8.16	<p>Governors asked the headteacher, for the benefit of the new associate members, to clarify the acronyms used in the table showing the attendance for vulnerable groups.</p> <p>The headteacher clarified the acronyms used, which were detailed as follows:</p> <ul style="list-style-type: none"> • EAL – English as an Additional Language • CP – Child Protection • PPG– Pupil Premium Grant • FSM – Free school meals • G & T – Gifted and Talented • EYFS – Early Years Foundation Stage • SEN – Special Educational Needs. 		
8.17	<p>Governors asked the headteacher, for the benefit of the associate members, to clarify who was eligible for the PPG, and its purpose.</p> <p>The headteacher said that all children known as 'Ever6 FSM' were those who had been eligible for FSM in any of the last six years (since summer 2009), as well as children currently eligible. The pupil premium grant was additional funding designed to close the gap between those children receiving free school meals and those who were not.</p>		
8.18	<p>Behaviour – Governors commented positively on the children's behaviour, which showed evidence of the school's behaviour policy working well. There had been zero incidents of bullying. Clearly bullying was well managed by the school.</p>		
8.19	<p>Governors asked the headteacher to explain further the school's strategy for addressing incidents of bullying and improving behaviour.</p> <p>The headteacher said that the children need to recognise what was and what was not bullying. The school was establishing a restorative approach to managing behaviour. The initiative would be led from the autumn term by an organisation called "Peaceful Solutions" which had worked closely with families and other schools in the LA area.</p>		
8.20	<p>Governors asked the headteacher, for the benefit of the associate members, to clarify the use of the white slips in relation to managing the children's behaviour.</p> <p>White slips were used as part of the school's behaviour policy. A "Gold" cloud meant that children were making the right choices. A "Purple" cloud meant that children were not making the right choices. Evidence of challenging behaviour was shown on the white slip.</p>		
8.21	<p>Effectiveness of the early years provision Governors and the headteacher took the opportunity to congratulate the EYFS team on giving the children concerned a solid foundation at the start of their school life.</p>		
8.22	<p>Governors asked the headteacher to identify the main area for development in the early years.</p> <p>The main area for development in the early years was literacy. Communication in the EYFS would need to be developed, especially</p>		



	reading. Writing was considered good, but there was room for further development.		
8.23	<p>Governors asked the headteacher why the school's proposed "Stay and play" sessions for mothers and toddlers had not been implemented.</p> <p>There were various reasons such as insurance which had made implementation much more difficult than initially imagined. However, the initiative would be revisited, and the school had been successful in organising a "Time together" initiative in the Nursery.</p>		
8.24	<p>Governors asked the headteacher whether or not the insurance issues for the "Stay and play" sessions could be resolved.</p> <p>The insurance issues could be overcome. The headteacher AGREED to raise the matter and the financial implications at the next meeting of the Resources Committee.</p>	HT	Autumn term 2016
	Review of governance		
8.25	Governors were referred to the notes of the review of governance despatched in advance with the agenda papers. The headteacher commented on the importance of focusing on its recommendations next year.	Board	Autumn term 2016
	Annual strategic action plan 2015-16		
8.26	Governors were referred to the school's annual strategic action plan 2015-16 despatched in advance with the agenda papers. The headteacher reminded the meeting that the plan was reviewed and revised at least termly by the school's leaders and the Board. The plan should be read in conjunction with the three-year SDP (School Development Plan) and related action plans ending 2019.		
8.27	<p>The headteacher called governors attention to the RAG (red, amber and green) rating of leadership and management, and invited them to RAG-rate their contribution as a Board to governance. Governors AGREED the following:</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction; – amber 2. Holding the headteacher to account for the educational performance of the school and its pupils and the performance management of the staff; - green 3. Overseeing the financial performance of the school and making sure its money is well spent; - green 4. Children Families and Community committee developed and effectively developing links within the community [report to follow]; – amber 5. Governors' Mark achieved; - red. 		
8.28	The Chair commented on the relationship to be developed with an identified National Leader of Governance (NLG) who it was understood would assist with the process of strengthening governance. It was also understood that the BSP (Brent Schools Partnership) would be	Board	Autumn term 2016



	considered/approached for assistance. It was AGREED that the Board would make a decision in the autumn.		
8.29	Governors asked the headteacher how policies were to be reviewed and updated. The headteacher said that this related to the timely review of policies by committees and approval at full meetings of the Board. Review of the school's policies to be assessed by the NLG, the clerk and chairs of committees in the autumn term.	NLG/clerk /chairs of ctees	Autumn term 2016
	End of Year middle leaders' reports		
8.30	Governors acknowledged with gratitude receipt of the end of year middle leader's reports for RE, science, art and design, DT, English, ICT, inclusion and PE. The headteacher AGREED to ensure that the governors received the middle leader's report for maths, which should have gone out with the papers.	HT	asap
8.31	Governors thanked the headteacher for the receipt of the middle leaders' reports, which were in the format requested and admirably succinct. Governors commended the contents of the reports.		
8.32	Governors asked the headteacher whether the children's active participation in PE had made any difference to their learning? The headteacher said that the school was much quieter and calmer. There were recognised improvements overall and the children were fully engaged in the activities on offer. The children were competing with other schools and there had been plans for an inter-faith schools' sports day, which unfortunately had been rained off. The event would be rescheduled.		
8.33	Governors asked the headteacher why the Jewish school had declined to take part in the event. The headteacher understood that there had been a staffing issue in relation to attendance at the event and no other reason.		
8.34	The Vice Chair AGREED to meet with the headteacher to assist with developing the links with the Jewish school and the partnership.	VC/HT	asap
8.35	Governors complemented the school's commitment to ICT and the teaching and learning of coding. Governors looked forward to receiving further updates regarding teaching and learning as detailed in the end of year reports throughout the course of the year.		
9.	Receive reports from the committees		
9.1	Performance Committee - The minutes of 6 June 2016 were despatched in advance. Governors noted the contents of the report as presented.		
9.2	Resources Committee - The minutes of 10 May and 27 May 2016 had yet to be approved. The chair of the committee offered to give an oral report as he had prepared notes. It was AGREED that once cleared the minutes would be circulated as soon as possible as opposed to receiving an oral report.		
9.3	Children, Families and the Community Committee - The minutes of 19 April 2016 were despatched in advance. The draft minutes of 24 June	Clerk	asap



	2016 had yet to be approved. The chair of the committee, Lotis Bautista, was not in attendance to give an update. It was AGREED that once cleared the minutes would be circulated as soon as possible.		
10.	Ratify or note policies and other documents		
10.1	Governors were reminded that a review and update of policies would take place in the autumn term.		
10.2	Whistle Blowing policy – Governors acknowledged receipt of the LA's model whistle blowing policy. Governors AGREED the LA's model policy.		
11.	Approve staffing structure for 2016-17		
11.1	Governors were advised that the staffing structure had been previously approved as presented by the headteacher. The proposal was tabled and circulated detailing an interim deputy headteacher and two year leaders. The posts had been advertised internally and appointments made.		
11.2	Governors asked the headteacher how many members of staff were now on the SLT (Senior Leadership Team). The headteacher said that there were previously five members of the SLT. There were now four including the interim deputy headteacher (maternity leave cover) and an inclusion coordinator.		
11.3	The headteacher proposed that a teacher was recruited to further develop teaching and learning and to work with a SCITT, on a temporary part-time basis for three days a week. Governors AGREED to the headteacher's proposed recruitment of a teacher on this basis, at least until spring term 2017.		
11.4	The Vice Chair AGREED to raise the matter with the School Business Manager regarding the structure for the purposes of review after a period of six months.	VC/SBM	Autumn term 2016
11.5	Governors AGREED the headteacher's proposed staffing structure. Governors were asked to return copies of the tabled and circulated structure, which remained confidential at this stage.		
12.	Update on Clarence Road		
12.1	Keith Le Bhian advised the meeting that agreement was awaited from the Trustees regarding the sale of the property. He AGREED to make contact with Father Stephen France to take the process further forward.	K LB/Fr SF	asap
13.	Appoint clerk for 2016/17		
13.1	Governors AGREED to appoint the clerk for the academic year 2016/17.		
14.	Receive reports on governors' training and visits		
14.1	Kingsbury Green Primary School governors' visit – Governors gratefully acknowledged receipt of the written report received from Alison Schulte on the recent visit to Kingsbury Green Primary School. It was noted that some but not all members of the Board had received this written record. Clerk to re-circulate and schedule for consideration of resulting actions on agenda of next Governing Board meeting. Governors who attended the visit commented positively on the day.	Clerk	asap
14.2	LA finance training for governors – The Vice Chair informed the meeting that he had attended the LA's finance training and AGREED to	VC	asap



	forward the certificate received as a result for the governors' training file. He noted that the training had appeared to be a year and a half out of date, was not well presented and cut short. Keith Le Bhan, who had also attended the course, gave similar feedback.		
14.3	Governors' training value for monies – Governors were asked to consider whether or not £75 per LA training course per governor was cost effective. Governor with responsibility for governor training to explore other options, such as courses offered by the Brent Schools Partnership and LDBS, following appointment at next FGB meeting.		
14.4	Online WRAP (Workshop to Raise Awareness of Prevent) – The Chair, Katie Tiller and Janis Denselow had all completed online WRAP training. The newly-appointed associate members and any governors yet to complete the online training were encouraged to do so. Governors were reminded that the training could be accessed through www.preventforschools.org .	Board	asap
14.5	Year 6 leavers' production of Aladdin, Year 6 disco and leavers' assembly –The Vice Chair had attended the Year 6 leavers' production of Aladdin and had been invited to address the audience. He had also attended the Year 6 disco and leavers' assembly. He described the latter event as exceptionally moving: it had also been an opportunity to say goodbye to staff who were leaving the school.		
14.6	Staff end of year barbeque – The Chair informed the meeting that he had attended the staff end of year barbeque and thanked all present for their superlative efforts over the past year.		
14.7	Summer Fair – The Chair and Katie Tiller had attended this year's school Summer Fair, which had been a great success, raising £1.5k.		
14.8	Governors' training certificates – Governors AGREED to ensure that all certificates received through attendance at training were forwarded to Gill Wood as the link governor for governors' training and the School Business Manager for the governors' file.	Board	asap
14.9	School newsletters and the headteacher's weekly updates – The headteacher reminded the meeting that the school's newsletters produced on a weekly basis could be found on the school's website. The headteacher's weekly updates could also be found on the website.		
14.10	Governors asked the headteacher how popular the school's website had been over the year. The headteacher said that the number of hits was shown in the ICT end of year middle leaders' report.		
15.	Keeping Children Safe in Education (KCSiE) DfE Guidance (5 September 2016 implementation) and safeguarding update		
15.1	Governors noted the contents of the DfE's guidance on KCSiE. The headteacher invited and encouraged governors to attend the staff inset on KCSiE and safeguarding on 5 September at 9am – 11.30am .		
16.	Fundraising for the playground		
16.1	The Chair reminded the meeting that the school's Summer Fair had raised £1.5k. Governors commended the work of the PSA (Parent and Staff Association), which continued to work hard on a range of		



	worthwhile events. It was understood that the FGB Vice Chair and Chair of the Children, Families and the Community Committee would meet with the PSA's members to draw up a protocol for cooperation and assist with planning a calendar of events for next year.		
16.2	Governors' fund – The Vice Chair advised the meeting that he had spoken to the PSA regarding the governors' fund and fundraising options with the parents, with a target. A fundraising "barometer" could encourage the parents to make voluntary contributions. It was AGREED that fund raising would be an agenda item at the next full meeting of the Board.	Board	Autumn term 2016
17.	Approve date and time of next meetings 2016-17		
17.1	<p>The dates and times for next year's meetings were AGREED as follows unless otherwise stated:</p> <p>Autumn term</p> <ul style="list-style-type: none"> • Full meeting of the Board - Wednesday 28 September 2016, at 6.30 pm • Resources Committee - Thursday 13 October, at 5.30pm • Performance Committee – Wednesday 19 October, at 8.30 am • Children, Families and the Community – Monday 24 October, at 8.15 am • Full meeting of the Board- Thursday 1 December 2016, at 6.30 pm <p>Spring term</p> <ul style="list-style-type: none"> • Children, Families and the Community – Wednesday 18 January 2017, at 8.15 am • Performance Committee –Wednesday 8 February, at 5.30pm • Resources Committee – Wednesday 15 February, at 5.30pm • Full meeting of the Board – Thursday 9 March, at 6.30pm <p>Summer term</p> <ul style="list-style-type: none"> • Children, Families and the Community – Thursday 16 March, at 6.00 pm • Resources Committee – Wednesday 10 May, 8.45 am • Performance Committee – Tuesday 6 June, at 8.30 am • Children, Families and the Community – Wednesday 21 June, at 5.00 pm • Full meeting of the Board – Wednesday 12 July, at 6.30pm. 		
18.	Public minutes of 9 March 2016		
18.1	The public of 9 March 2016, were despatched in advance of the meeting. The minutes were AGREED as a true and accurate record for signature at the end of the meeting by the Chair.		



19.	Matters arising		
19.1	Review RAISEonline with particular focus on attendance and comparisons with current data (admissions) – item 3.11 - Governors were reminded that there were places to be filled in Years 5, 6 and Reception. It was understood that discussions would continue to take place with the LA in an attempt to fill the places.		
19.2	Headteacher's report and Ofsted (electrical safety certificate) - item 5.3 –The Vice Chair informed the meeting that the electrical safety certificate had been obtained by the school.		
19.3	Headteacher's report and Ofsted (Brent Music Service) item 5.4 - electrical safety certificate and lettings) - item 5.4 – The Vice Chair informed the meeting that the school would receive £180 per week from the Brent Music Service letting. Governors were reassured that appropriate procedures were in place for locking up the premises after the lettings.		
19.4	Update on 2016-17 budget and delegate approval to the Resources Committee – (DfE fair funding for schools consultation) item 8.1 – Governors were advised that the DfE's fair funding for school's consultation had been postponed until 2018/19 following a decision made by the newly appointed Secretary of State for Education. Further information and updates were expected to be received in due course.		
19.5	Current governors' DBS status (DfE update sent in a separate email) – item 9.1 –It was understood that all governors' DBS checks were up-to-date except that of Lotis Bautista, which was to follow. The Vice Chair, as the link governor for safeguarding, AGREED to make contact with her regarding its submission.	VC/LB	asap
19.6	New format for meetings to be approved -item 17.4 – It was decided not to proceed with the format of holding 10 full meetings of the Board a year without the need for meetings of the respective committees.		
19.7	Farmers' Market – The Vice Chair informed the meeting that the Resources Committee had approved and AGREED to a request for the school's premises to be let for a farmers' market lettings, with up to 10 or more stalls on site. The Vice Chair advised the meeting that a member of the PSA had declared that a family relative was involved in the enterprise concerned. The clerk was asked and AGREED to send the School Business Manager a copy of the pro forma for the individual concerned to declare this.	Clerk	asap
19.8	Governors asked the headteacher about the arrangements for opening the school before and closing it after the farmers' market. The headteacher said that the implications for opening and closing the premises during the letting would need to be explored.		
19.9	The Chair commented on the need for the clerk to send out a reminder to the Board's members regarding matters arising from the previous meeting where actions were needed.		
	Part two		
20.	Confidential minutes of 24 June 2016		



20.1	The confidential minutes of 24 June 2016 were despatched in advance of the meeting. The minutes were AGREED as a true and accurate record for signature at the end of the meeting by the Chair.		
21.	Matters arising		
21.1	There were none.		
22.	Any other urgent confidential business items		
22.1	There were none.		
22..2	Thanks to the headteacher – Governors thanked the headteacher for her hard work and commitment to the school and the Board throughout the course of the year, which was much appreciated by all, especially during some challenging and difficult times.		
22.3	Thanks to the Board- The headteacher thanked the Board for their hard work and commitment throughout the year. The headteacher especially thanked the governors on behalf of the staff for their visibility and presence during and after the school day.		
22.4	Gill Wood resignation – Governors thanked Gill Wood for her hard work and commitment during her term of office as a LDBS Foundation governor. The Chair presented her with a gift and a card on behalf of the Board. Gill Wood thanked the headteacher, staff and the governors and would continue to be a friend of the school.		
22.5	Chair's resignation – The Chair, Mike Hutchinson, informed the meeting that he would not stand for the position of Chair next year and had decided to stand down as a Foundation Deanery Synod governor. Governors would need to consider nominations for the appointment of a new Chair from the autumn. The Chair would attend the first full meeting of the Board in the autumn for the first item only followed by the election of a new Chair.		
22.6	Governors took the opportunity to thank the Chair for his hard work and commitment to the school and the Board and wished him well.		
	There being no other business the Chair thanked those in attendance and closed the meeting		

The meeting finished at 8.45pm.

<p>APPROVAL OF MINUTES BY CHAIR OF THE BOARD</p> <p>I, Chair of the Board, approve these minutes as an accurate representation of the Meeting, which took place on 21 July 2016 at Christ Church (Brondesbury) Church of England Primary School at 6.30pm.</p> <p>Signed: Mike Hutchinson</p> <p>Date: 28 September 2016</p> <p>Chair of the Board of Governors, Christ Church (Brondesbury) Church of England Primary School</p>
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