



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	JK	Present
Daniel Lewis	DL	Absent
Foundation Deanery Synod (2)		
Robert Grover	RG	Present
Mike Hutchinson(Chair)	MH	Present
Foundation LDBS (2)		
Gill Wood (Vice Chair)	GW	Present
Lotis Bautista	LB	Present
LA (1)		
Janie Denselow	JD	Present
Elected parents (2)		
Patricia Lewis-Goodridge	PL-G	Absent
Julie Harris	JH	Absent
Elected staff (1)		
Louise Cullinane	LC	Present
Associate member		
Keith Le Bhian	K LB	Present
Katie Tiller	KT	Present
David Weston	DW	Present
Advisers		
Karen Thomas, LA school effectiveness lead	KT	Present
Rachel Furness, assistant headteacher	RF	Present
Adeola Oladejo, deputy headteacher	AO	Absent
Observer(s)		
Alison Schulte	AS	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 to tonight's full		



	Meeting of the Board. The Chair especially welcomed the LA officer Karen Thomas (who was invited to the meeting to talk and answer governors' questions) and Alison Schulte (who was in attendance as an observer and a PCC governor in waiting). Those in attendance introduced themselves individually for the benefit of colleagues.		
1.2	PCC governor and associate member resignations -The Chair advised the meeting that Daniel Lewis would be standing down as the current PCC governor due to personal commitments. The Chair took the opportunity to relay that David Weston would also be standing down as an associate member after tonight's meeting. Governors took the opportunity to thank both Daniel Lewis and David Weston for their hard work and commitment to the school and the Board.		
1.3	Opening prayer -The assistant headteacher opened the meeting with a prayer.		
1.4	Declarations by governors of interest pecuniary or otherwise in respect of items on the agenda - There were none received.		
2.	Review RAISEonline with particular focus on attendance and comparisons with current data		
2.1	The headteacher referred the meeting to the school's Ofsted Inspection dashboard from RAISEonline she highlighted the weaknesses in 2015 as attendance. This data was then compared to the school's current data. The attendance data was noted as follows: <ul style="list-style-type: none"> • Autumn term 2014 - 92.5% • Autumn term 2015 (to 25.11.2015) – 94.5% • Spring term 1 2015 – 94% • Spring term 1 2016 – 94%. 		
2.2	The Headteacher welcomed governors' questions pertaining to the information. The headteacher and the assistant headteacher spoke to the school's RAISEonline information adding extra comments and additional information. Additional information was provided by the LA adviser Karen Thomas where it was stated that attendance was a key issue for the school.		
2.3	Governors asked the headteacher how often she updated the school's attendance figures and were there any specific groups of children with attendance issues? The Headteacher said that weekly updates were received regarding the children's attendance. Specific groups with attendance issues were identified. The headteacher AGREED to share the school's current data regarding the identified specific groups at the next meeting of the Performance Committee and the Board.	HT	PC/Board
2.4	Governors asked the Headteacher about the school's action plan for attendance?		



	The headteacher said that the school's response to the situation commenced from the autumn term September 2015. Governors were reminded that the school's RAISEonline data as shown was historic. The school's current attendance was improving and was above 95%. The Headteacher reassured the meeting that the school was applying a range of initiatives and rewards to improve the children's attendance.		
2.5	<p>Governors asked the headteacher how confident was the school that about the school's initiatives and rewards improving the children's attendance?</p> <p>The headteacher said that the school's initiatives and rewards were already showing evidence of improvement in the school's attendance figures.</p>		
2.6	Governors thanked the Headteacher for her update regarding attendance. Governors looked forward to receiving further updates regarding the school's attendance throughout the course of the year.		
3.	GUEST: Karen Thomas, School Effectiveness Lead for Brent		
3.1	<p>The Chair once again welcomed Karen Thomas from the LA to tonight's meeting. Karen Thomas gave a brief introduction regarding her past and current work experience in education including her current role and responsibilities within School Effectiveness at the LA. Karen Thomas tabled and circulated an A3 diagram detailing the LA's structure for Support and Challenge for School Improvement 2015/16 (dated 4 March 2016). Governors noted the contents of the structure detailing:</p> <ul style="list-style-type: none"> • Brent Schools Partnership (BSP) and structures • Brent Teaching School Alliance specialist leaders, offers and CPD • Brent Association of Secondary Heads • Brent National College for Teaching and Leadership (NCTL) • Brent School Clusters <p>With a view to supporting schools in order to support them with making further improvements on their previous best. It was noted that the BSP continues to provide services to the LA's schools. The services on offer had developed rapidly over the last 6 months.</p>		
3.2	<p>Karen Thomas referred the meeting to the A3 sheet detailing the LA's statutory responsibilities and accountabilities in relation to:</p> <ul style="list-style-type: none"> • Settings and school effectiveness • Safeguarding and quality assurance • Virtual school • Inclusion • Partnership, planning and performance • Early help. 		



3.3	<p>It was noted that Karen Thomas supports a range of schools (25) including a PRU (pupil referral unit), secondary and primary schools. Karen Thomas had recently met with the headteacher. Governors were advised that the LA also works with academies in the LA area, but not all have access to the BSP. Governors were reminded that the BSP was set up as a result of the council's Education Commission in an attempt to provide school-to-school support.</p>		
3.4	<p>Karen Thomas advised the meeting that the LA is in the process of having a restructure. The current structure shown was subject to change. The Director of Children's Services was Gail Tolley. The BSP contact person for the school is Nick Butt. Governors were informed that the school can access all the services shown in the diagram. The e-version has hyperlinks in addition to what was shown in the hard copy.</p>		
3.5	<p>Governors asked Karen Thomas how many primary schools are located in the LA area and where are the pressures for places?</p> <p>Karen Thomas said that there are approximately 65-70 primary schools in the LA area. There was pressure for primary school places mostly in the Wembley area and not south of the borough. It was understood that Kilburn Grange was an independent free school and was not part of a chain.</p>		
3.6	<p>Governors asked Karen Thomas what was the possibility of the school's expansion? It was understood that consideration was given to the school but a response was given on 3 March 2016, stating that the school was too constrained.</p> <p>Karen Thomas said that expansion was organised by the school place planning team. The issue for the school at the time was space needed to expand, but there are now no further plans for expansion.</p>		
3.7	<p>Karen Thomas acknowledged the questions received from the governors in advance of tonight's meeting in relation to the following:</p> <ul style="list-style-type: none"> • School admission numbers • Partnerships • Attendance • Succession planning • Community links and partnership working. 		
3.8	<p>Governors asked Karen Thomas how could the LA assist the school with increasing the school's admissions numbers? Governors also asked how could the LA assist with filling the school's vacancies?</p> <p>Karen Thomas said that there are no plans to expand the school. The LA's Admissions team could reasonably assist with filling vacancies. The previous Head of admissions, Carmen Coffey, had left. From 1 April the new Head of Service, Nigel Chapman, would head up a new service with a new Admissions manager.</p>		



3.9	In relation to the school's admissions numbers governors informed Karen Thomas that the school was down by just under 30 children with a roll of 234. Mobility was an issue with a majority of vacancies in the Nursery and Reception. Governors were asked to consider Nursery and Reception intake part way from the year in January. Karen Thomas also suggested that the school's profile was raised in the local press and the use of social media including looking at what the governors do to promote the school.		
3.10	Governors were aware of the work to be done to promote the school. The Headteacher informed the meeting that a number of options are being explored to raise the school's profile and the need to increase pupil numbers. There is an option for existing parents to stay and play with under 3s to allow the parents to see the provision on offer. Options for new mothers would need to be considered including the offer of parenting courses. Outreach work and leafleting in and around the local community would need to take place.		
3.11	The headteacher advised that there were also gaps in Years 5 and 6 as well as Reception. The headteacher added that the school's website would need to show where the vacancies are. Karen Thomas AGREED to visit the school to work with the headteacher and staff on ideas for admissions. The LA's Admissions team would be contacted as well as networking with neighbouring CE primary schools. It was advised that the school's admissions criteria was reviewed including the photos on the school's website.	KT/HT	asap
3.12	Karen Thomas spoke positively about the school's progress where the school had made two Levels of progress, which was evidenced in the school's attainment data with evidence of accelerated progress. Governors were asked to explore the possibility of feeder school options, which the school and the Board would need to take forward. Karen Thomas congratulated the school on the progress made to date.		
3.13	Karen Thomas advised about the importance of good governance arrangements and community relations. It was understood that there are two National Leaders for School Governance in the LA. Karen Thomas AGREED to relay who they are in the LA via the headteacher. The BSP also offers a review of school governance.	KT/HT	asap
3.14	Karen Thomas spoke about the school's attendance, which was shown for two terms only on the Ofsted data dashboard and RAISEonline. The LA has data for the whole of the year. Groups are a key issue for the school. It was advised that the school's assigned EWO (Education Welfare Officer) visited the school to deliver a session to the parents about the importance of attendance. The headteacher advised the meeting that reminders about the importance of attendance was put in the school's newsletter. Strategic meetings would take place between the Head of the EWS (Education Welfare Service) and the headteacher.		
3.15	Governors thanked Karen Thomas for her attendance at tonight's meeting.		
	Karen Thomas and the assistant headteacher left the meeting at this stage		



	Main Business:		
4.	SLT/curriculum leaders' reports		
4.1	Governors were referred to the SLT/curriculum leaders' reports despatched in advance with the agenda papers. Governors thanked the senior and middle leaders for the submission of the reports received (itemised 4a – 4i). The reports were considered impressive and were produced in this format for the first time. The headteacher commented on the importance of coaching the school's middle leaders who are taking their responsibilities seriously and are willing to attend full meetings of the Board and the committees. The headteacher welcomed challenging questions to the reports, which could also be raised with the members of staff concerned.		
4.2	Governors commented on the different approaches and models used in the reporting. Governors commented on the need for consistency in production in terms of the expected sub-headings and font. The key items to be shown should detail: <ul style="list-style-type: none"> • What's good? • What could be better if? • Action plan with general comments/suggestions and networks. 	HT	Feedback to middle leaders
4.3	Governors were advised about the importance of their curriculum links and visits during the term. An end of year summary of projects and subject areas would need to be provided with a summary of key events and initiatives to go on the school's website. It was considered a good idea to invite members of staff to the Board's meetings and meetings of the committees for relevant items.	Governors	FGB summer
5.	Headteacher's report and Ofsted		
5.1	The headteacher's report was despatched in advance of the meeting. The headteacher welcomed and encouraged challenging questions to the report's contents.		
5.2	Governors asked the headteacher what was the expected cost of replacing the fire doors? The headteacher said that the cost was in the region of £13k.		
5.3	Governors asked the headteacher what was happening with the 5 year electrical safety certificate? The headteacher said that quotes would be received and shared with the governors.	RT	Resources committee mtg 10.5.16
5.4	Governors asked the headteacher in addition to the Brent Music Service, currently using the premises for their evening music school, what are the other options for lettings? The headteacher said that the school would need to ensure that the proper insurance arrangements are in place for all lettings. There was a possibility of a letting being offered to ante-natal classes and the	RT	Resources committee mtg 10.5.16



	possibility of a farmers' market and a pop up enterprise.		
5.5	<p>Governors asked the headteacher how many LDBS SCITTS was the school expected to recruit this year and for what period?</p> <p>The headteacher said that the school as a lead school is expected to recruit SCITTs for our link schools. As a school we are reviewing our staffing structure, this will inform the decision we make. This year 3 SCITTs were recruited with exceptional added value and depending on the needs of the school they will either be recruited or go on to new jobs in July. The school receives £500 for funding and admin.</p>		
5.6	<p>Governors asked the headteacher to clarify the staffing paragraph detailed in the headteacher's report?</p> <p>The headteacher said that the paragraph refers to the performance review of teachers. Staff performance is reviewed in line with the school's career expectations, all of which informs the teaching over time judgements, the leadership make in collaboration with the teachers each term.</p>		
5.7	<p>Governors asked the headteacher was the new committee Children, Families and Community now in place?</p> <p>The headteacher said that the committee was now up and running and had recently met for the first time on 18 January 2016. The minutes from the committee's 18 January meeting had been circulated in advance.</p>		
5.8	<p>Governors asked the headteacher was access to the BSP useful for the school?</p> <p>The headteacher said that the BSP gave the school the opportunity to work with other schools sharing ideas and good practice. The headteacher said that the BSP would be considered value for monies if fully utilised in terms of raising the school's profile and networking. Governors were asked to consider the governing body support and development opportunities on offer via the BSP.</p>		
5.9	<p>Governors asked the headteacher how many members of the teaching staff, under the quality of teaching and learning assessment, represented 12% requires improvement (RI)?</p> <p>The headteacher said that this represented 1 teacher for the autumn term.</p>		
5.10	<p>Governors asked the headteacher why was the school's target data lower than last year's figures, in KS1 attainment and progress, where the target was 20% in reading this year (2016) compared with 44% last year (2015)?</p> <p>The headteacher said that expectations this year under the New National Curriculum are much higher and the exemplars are challenging. The headteacher said that the expectations shown are realistic and</p>		



	achievable and that the comparisons are not like for like, which was why there was a difference in the targets shown this year. The headteacher reminded the meeting about the importance of being aware of the expectations and the speculative targets. Governors were also reminded that the SATs would not be judged on levels, but will show a raw score. The headteacher commented positively on the school's commitment to keeping the staff motivated in terms of the new challenges		
5.11	Governors noted the contents of the headteacher's report detailing the response to attendance and the sequence of letters written to the parents.		
5.12	Governors asked the headteacher what was the impact and key performance indicators of the additional initiatives developed by the school such as the chess club for instance? The headteacher said that feedback was received via the pupil voice and overall feedback from the chess teacher and the class teacher. The feedback was positive for the children's enjoyment and pleasure.		
5.13	Governors commented positively on the range of CPD (continuous professional development) opportunities shown in the headteacher's report. Governors thanked the headteacher for the headteacher's report. Governors looked forward to receiving further updates throughout the course of the year.		
6.	Review governors' action plan including format and timetabling of meetings		
6.1	Governors were referred to the review of the governors' action plan including the format and timetabling of meetings. It was noted that the Brent Governors' Forum was now an online forum. It was suggested that attendance at the actual meetings was removed from the current action plan. The Chair reminded the meeting about the importance of the action plan going forward and the need for collective responsibility. It was AGREED that the action plan would be revisited at the next full meeting of the Board.	Board	Next meeting
6.2	It was suggested and AGREED that the action plan would be colour coded to show clearly: <ul style="list-style-type: none"> • What has been completed • What needs to be done • What does not need to be done • What needs to be looked at urgently. 	Chair	Next meeting
7.	Update on SFVS and set EGM to approve		
7.1	The Chair of the Resources Committee, Jason Kosky, succinctly updated the meeting about the importance of the Schools Financial Value Standard (SFVS). In summary the SFVS assists schools with managing their finances in order to provide assurances to the LA that they have secure financial systems in place without complacency. The Board of governors have formal responsibility for the financial management of		



	their school. The standard is primarily aimed at the members of the Board. Schools are required to submit the SFVS annually to the LA. The information is then used to inform the LA's programme of financial assessment and audit.		
7.2	It was noted that the Chair of the committee met with the headteacher and the school business manager to go through the contents of the assessment for submission where there were a total of 25 questions split into 4 sections. It was noted that the school had made valuable progress with pace, urgency and acceleration as a result of last year's submission to date. The headteacher took the opportunity to thank the previous Chair of the committee, Robert Grover, the school business manager and the current Chair of the committee for their hard work and commitment to the process going forward.		
7.3	The Chair of the committee advised the meeting about the need for further work to be done in relation to the SFVS such as publication of the minutes on the website and the need for a governors' financial skills audit to take place as recommended by a school's finance adviser on the SFVS. Governors were encouraged and AGREED to respond to the audit once received.	Board	asap
7.4	It was AGREED that an Extraordinary Governors' Meeting (EGM) would no longer be called as responsibility for sign off could be taken by the Chair of the committee in consultation with the Chair of the Board, the headteacher and the school business manager on the Board's behalf. The submission of the SFVS would then be shared with the Board's members.	Chair RC/Chair/ HT/SBM	asap
8.	Update on 2016-17 budget and delegate approval to the Resources Committee		
8.1	The Chair of the Resources Committee gave a brief update regarding the school's budget position. The budget remains work in progress. There was approximately £33k more shown in the school's indicative budget. The EYFS pupil numbers are down. There are increases shown in the school's pay roll regarding pay increases, pensions and NI contributions. The school's budget forecast was expected in May (2016). Issues were raised regarding fair funding for schools. A DfE consultation was currently taking place. Governors were encouraged to look at the DfE website regarding the consultation in order to respond to the process. Governors AGREED to do so.	Board	asap
8.2	It was AGREED to delegate the approval of the budget to the Resources Committee, subject to any serious concerns prior to submission. The outcome would be reported to the full meeting of the Board in order to ensure collective responsibility.	RC/Board	Next meeting
9.	Safeguarding update		
a.	Current governors' DBS status (DfE update sent in a separate email)		
9.1	Governors were advised about the importance of ensuring that their DBS was up-to-date. Information regarding the date and reference number would need to be submitted to the school business manager as evidence.	Board	asap



	The details of which was then shown on the governors' membership list detailing the date from – to.		
b.	Training including staff inset and online WRAP (Workshop to Raise Awareness of Prevent)		
9.2	Governors were advised that the whole staff team would be receiving safeguarding inset on 5 September 2016, at 9.00 am – 11.00 am led by an external consultant. The Vice Chair commented on an online WRAP training facility regarding the government's prevent agenda. The Vice Chair and or the clerk AGREED to forward the information/link to the Board's members. Governors were asked and AGREED to complete the online training resulting in a certificate. Governors were asked and AGREED to ensure that the certificates were submitted to the Vice Chair (who was also training link governor) for the record.	VC/clerk/ Board	asap
c.	New visitor advice leaflet procedures		
9.3	Governors were referred to and noted the contents of the new visitors' advice leaflet and procedures, which was despatched in advance with the agenda papers. Governors approved the new visitors leaflet and procedures as presented.		
9.4	Interviews for interim deputy headteacher (maternity leave) – The headteacher informed the meeting that the interviews are scheduled to take place tomorrow afternoon (10 March). The headteacher welcomed and encouraged the governors' attendance to sit on the panel.		
10.	Committee reports		
a.	Resources including Health and Safety and financial associate member		
10.1	The minutes of the last meeting of the committee would follow. It was noted that much of the issues raised are detailed in the headteacher's reports to the respective committees resulting in the headteacher's report to the Board. Governors were advised that future papers for all meetings would now be located in the governors' room, which was login and password protected.		
10.2	Health and safety – The Chair of the committee and link governor for health and safety informed the meeting that the school was judged to be in a safe place. Work to the school's roof was commissioned in consultation with the LDBS at a cost of £191k. The 10% governors' liability costs would be met from the school's buildings maintenance scheme. The Chair of the committee carried out a premises walk. Lagging to the school's copper pipes would need to take place, there was a near miss in the school hall (which was now addressed as previously reported) and quotes for 8 new fire doors would be received at an approximate cost of £13k.		
10.3	Financial associate member update – An interview took place for a potential associate member with the necessary financial skills. The person concerned had since chosen to join a school in their domicile LA area.		
b.	Performance		
10.4	The Chair of the committee advised the meeting that much of the information discussed at the last meeting of the committee was covered		



	in the headteacher's report at tonight's meeting. The draft minutes arising from the previous meeting was circulated in advance. There was nothing further to add at this stage.		
c.	Children, Families and Community including Faith Leaders' Breakfast		
10.5	The Chair of the committee reminded the meeting that the draft minutes of the previous meeting was circulated in advance. There was nothing further to add at this stage.		
10.6	Faith Leaders' Breakfast – The Faith Leaders' Breakfast was scheduled to take place next week Monday 14 March . Governors were encouraged to attend. Governors were advised that the breakfast was designed to encourage networks and links within the community. Governors were asked to relay to the school whether or not they would be able to attend.		
d.	Admissions		
10.7	The Chair, Father Stephen and Robert Grover met last week. The school received a total of 65 applications, where the parents had chosen the school as 1 of 3 of their choices. Places would be offered on 24 March . The deadline for acceptance of a place was 3 May .		
11.	Policies (approved at committees for ratification at the Board)		
11.1	Compliments and complaints policy – The policy was despatched and received in advance of the meeting. The policy was formally AGREED as presented.		
11.2	Newsletters and website publication – It was noted that the production of the school's newsletters was made available on the school's website.		
12.	Approve dates for academic year 2016-17		
12.1	The LA's recommended dates were despatched in advance with the agenda papers. Governors AGREED the dates as presented.		
13.	Fundraising for the playground		
13.1	The headteacher had submitted a proposal with 5 phases at a cost of more than £100k. The headteacher advised the meeting about the plans regarding quick fixes with the greatest impact and a decking area at a cost of £6k, which does not include fencing around the decking area. This was likely to add to the cost with the suggestion of astro turf. VAT options would need to be checked. Governors AGREED the headteacher's proposal as presented.	HT	asap
14.	Review 18 January 2016 Governors' Day including feedback		
14.1	It was AGREED that the item would be carried over to the next meeting.	Chair	Next meeting
15.	Any other governor training and visits (website visit report)		
15.1	There was nothing to report in addition to what was said throughout tonight's meeting. Governors were reminded about the importance of governors' training as well as the need to report back to the link governor on any training attended for the record. Governors were also reminded about the importance of governors' scheduled visits and the need to report back on their visits with a written report. Governors AGREED to do so.	Board	asap
15.2	Website visit report – Governors acknowledged and noted the contents of the report received from the Chair.		



16.	Public and Confidential Minutes of the last meeting and matters arising		
16.1	Public and confidential minutes - The public and confidential minutes of the previous meeting were despatched in advance with the agenda papers. The respective minutes were duly signed and dated by the Chair for retention at the school.		
16.2	Matters arising – governors' visits pupil premium (disadvantage) – David Weston AGREED to write up and submit a record of his visit.	DW	asap
16.3	There were no further matters arising from the previous meeting.		
17.	Membership		
17.1	Governors were referred to and noted the contents of the membership list as presented.		
17.2	Presentation to David Weston – On behalf of the Board the Chair presented David Weston with a card and a gift to thank him for his hard work and commitment to the school and the Board initially as a LA governor and then as an associate member.		
17.3	Ofsted – Governors were referred to the Ofsted note sent out in advance with the agenda papers detailing why the school was not judged to be outstanding at this stage and where the school needs to get to.		
17.4	New format for meetings to be approved – Governors were asked to consider suggestions for the format of meetings in the future. It was suggested that this could be raised and explored at the next full meeting of the Board and or the next scheduled Governors' Day.	Board	asap
	There being no any other business items the Chair thanked those in attendance and closed the meeting		

The meeting finished at 8.20 pm.

<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 9 March 2016 at Christ Church (Brondesbury) Church of England Primary School at 18:30.</p> <p>Signed: Mike Hutchinson</p> <p>Date:28.09.2016</p> <p>Chair of the Board of Governors, Christ Church (Brondesbury) Church of England Primary School</p>
