



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Governing Board meeting held on Thursday 29th September 2022, at 5.30pm in school.

| Name | Initials | Attendance 09/12/21 | Attendance 24/03/22 | Attendance 19/05/22 | Attendance 07/07/22 | Attendance 29/09/22 |
|-------------------------------------|----------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Governors | | Via Zoom | In school | Via Zoom | Via Zoom | In school |
| Headteacher (1) | | | | | | |
| James Kelly (head teacher) | HT | Present | Present | Present | Present | Present |
| Foundation ex officio (1) | | | | | | |
| Mother Christine Cargill | MC | Present | Present | Present | Apologies | Present |
| Foundation PCC (2) | | | | | | |
| Jason Kosky (Vice Chair) | JK | Present | Via Zoom | Present | Present | Present |
| Alison Schulte (Chair) | AS | Present | Present | Present | Present | Present |
| Foundation Deanery Synod (2) | | | | | | |
| Lesley Daisley | LD | Present | Via Zoom | Present | Apologies | Via Zoom |
| Stephen Woodward | SW | Present | Present | Apologies | Apologies | Resigned |
| Foundation LDBS (2) | | | | | | |
| Fiona Dwinger | FD | Present | Apologies | Present | Apologies | Via Zoom |
| Josephine Francois-Poncet | JF | Present | Present | Present | Present | Via Zoom |
| LA (1) | | | | | | |
| Naomi Moore | NM | Present | Apologies | Present | No | Resigned |
| Elected parents (2) | | | | | | |
| Karen- Louise Moran | KM | Present | Apologies | Apologies | Present | Present |
| Saeed Akhtar | SA | Part of meeting | Apologies | Present | No | Present |
| Elected staff (1) | | | | | | |
| Matt Booker | MB | Present | Resigned | Resigned | Resigned | Resigned |
| Associate members (3) | | | | | | |
| Vacancy (2) | | | | | | |
| Rohin Murari | RM | Not in post | Not in post | Observer | Present | Present |
| Observer/advisers | | | | | | |
| Parita Shah | PS | Present | Apologies | N/A | N/A | N/A |
| George Veater | GV | Present | Apologies | N/A | N/A | N/A |
| Jacqui Carrington | SBM | N/A | N/A | Present | N/A | N/A |
| Amy Berg – observer | AB | N/A | N/A | Present | N/A | N/A |
| Clerk | | | | | | |
| Lynda Rees | Clerk | Present | Present | Present | Present | Present |

Part one - public

| Item | | Who | When |
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| 1. | <p>Welcome, Opening Prayer and Apologies for Absence</p> <p>The Chair (AS) welcomed everyone to the first GB for the new academic year which is being held in school and also welcomed those attending via Zoom (Lesley, Fiona, Rohin and Josephine).</p> <p>The Chair asked Mother Christine to open the meeting with a prayer.</p> <p>All governors were in attendance at the meeting.</p> | | |



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| 2a. | <p>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</p> <p>The Chair asked governors if they have any declarations of interest (DOI) to declare on anything that is to be discussed under the agenda items for this meeting.</p> <p>Governors in attendance were asked to complete a new declarations of interest form for the new academic year and those attending via Zoom were asked to forward the completed form to the clerk.</p> | | |
| 2b | <p>Election of Chair and Vice Chair for 2022/23</p> <p>Governors were asked to put forward their nominations for the Chair and Vice Chair posts prior to the GB meeting.</p> <p>AS stated, that she would be happy to stand for re-election but JK will be standing down from the Vice-Chair role due to increased work commitments. He will remain as a governor and continue with his link governor commitments.</p> <p>Mother Christine nominated Alison Schulte for the role of Chair which was seconded by Jason Kosky. All governors unanimously approved this appointment.</p> <p>Mother Christine nominated Karen Moran for the role of Vice- Chair – Karen was happy to be put forward for this role. This nomination was seconded by Lesley Daisley. All governors unanimously approved this appointment.</p> | | |
| 2c | <p>LA Governor appointment proposal (RM)</p> <p>The Chair informed governors that the LA have very recently approved Rohin Murari as their candidate for the LA governor for Christchurch Governing Board. To enable Rohin’s appointment to be completed – Governors need to approve the recommendation by the LA that Rohin is appointed to the role of LA governor for Christchurch Governing Board.</p> <p>Governors unanimously approved Rohin for the post of LA governor.</p> | | |
| 2d. | <p>Governing Board Membership and Attendance record for all meetings to date</p> <p>The Chair asked governors to confirm the content within the Governing Board membership and attendance record spreadsheets. Any amendments are to be notified to the clerk.</p> <p>The Chair added that it is important that Governors’ contact details are up to date for the membership spreadsheet and also the SCR maintained by the school.</p> <p style="text-align: right;">Action – all governors</p> <p>The Chair asked if there have been any volunteers to take up the staff governor vacancy – HT has asked staff but no one is able to take on this additional commitment at this time – but he will keep trying.</p> | <p>All Govs</p> | |



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| | <p>The Chair mentioned that she has contacted the Deanery Synod regarding the vacant governor role vacated by Stephen Woodward in the summer term due to health issues and family commitments. The Chair added that the Deanery Synod approve any governor nominations twice a year but hopefully the school will look to formally fill the vacancy by the December GB meeting. Action AS</p> <p>The Chair will continue to look for candidates that are interested in becoming an Associate member – the school now has 3 vacancies for Associate member as Rohin has moved to the LA governor role. Action AS</p> | <p>AS</p> <p>AS</p> | |
| <p>2e</p> | <p>Instrument of Government</p> <p>The clerk explained that the Instrument of Government document outlines the constitution of the Governing Board, and it is recommended that this document is issued to all new governors and also circulated to existing governors on an annual basis. All Governors in attendance confirmed they had received the IOG document</p> | | |
| <p>2f</p> | <p>Review Terms of Reference (TOR)</p> <p>The Chair informed governors that the terms of reference have been reviewed in light of the July 2022 GB meeting which was the first time a GB meeting was inquorate in 5 years. Procedures therefore need to be put in place to ensure that essential business/decisions can be approved in the unlikely event that this situation occurs in the future. This will include having decisions agreed by email in exceptional circumstances and where delaying a decision until the next formal GB meeting will have a detrimental effect on the school’s operations. If an important matter needs further discussions by governors – then a Special (Extraordinary) GB meeting will need to be arranged rather than approving by email.</p> <p>The TOR document has been reformatted to include the original TOR for the F&R and T&L committees but has now had additional sections included for processes that directly affect GB meetings, Pay Committees and any committees that need to be formed for disciplinary/exclusions or parental complaint panels.</p> <p>The Chair added that she has also included the operating protocols which have some overlap with the content in the TOR document – so can be merged into one document.</p> <p>The Chair asked governors to review the updated sections for the TOR document and to notify her/the clerk of any further changes that are required and to approve the highlighted sections in red. Action all governors</p> <p>The Chair added that the original TOR sections for the F&R and T&L committee will be reviewed at the meeting set for this term – which is the usual procedure.</p> | <p>All Govs</p> | |



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| 2g. | KCSIE, Safeguarding policy and IT acceptable Use Policy The Chair spoke about the annual declaration that is made by governors for reading/understanding the statutory responsibilities of governors under the Keeping Children Safe in Education (KCSIE) guidance that is updated by the DfE each September. It is very important that governors understand the content of this important document and be aware of what the changes are since it was published last September – the key changes are included in the Appendix of the KCSIE document. The Chair added that governors have been asked to sign the google online declaration form for KCSIE, safeguarding policy and IT acceptable use policy – if all governors could complete the google form as soon as possible. FD stated that the LDBS had a good summary of the KCSIE guidance in a recent LDBS weekly newsletter. | | |
| 2h. | NGA Code of Conduct 2022/23 The Chair spoke about the NGA code of Conduct which she has customised for Christchurch which includes the following; <ul style="list-style-type: none">• The 7 general principles of public life identified by the Nolan committee• The roles; responsibilities and commitment for school governance The Chair added that commitment is very important especially as there has been 2 disrupted years due to the pandemic and governors were unable to visit the school – but we must now get back to re-establishing the link visits and ask strategic questions and challenge effectively during the link visits. This also includes being prepared for the meetings by reading through the supporting documents. The Chair spoke about the importance of confidentiality and how any confidential matters that are discussed are kept confidential both within meetings and inside and outside school and any data about the school results/numbers etc – must be shredded and not be shared in the public domain. Governor H asked if health reports are also kept confidential – which was confirmed by HT. The Chair added that the NGA code of conduct for 2022/23 has new sections added for data protection and the use of social media – so governors must be mindful of comments made about the school and be aware of the expectations of governors for data protection to avoid any data breaches There were no further questions raised and governors approved the 2022/23 Code of Conduct for the Christchurch Governing Board. | | |



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| 2i. | <p>Confirm arrangements for HTPM (to be completed by 31 Dec 2022)</p> <p>The Chair explained that the Head teacher conducts the performance management reviews for all staff within the school up to SLT. For the Performance Management review of the Headteacher, an external adviser supports HTPM panel of Governors – which usually includes the COG and 2 other governors.</p> <p>The Chair added that the panel last year consisted of herself, Fiona Dwinger and Karen Moran - and all were happy to be on the HTPM review panel for this year.</p> <p>AS will email FD and KM the date of the meeting once she has spoken to the external adviser.</p> <p style="text-align: right;">Action AS</p> | AS | |
| 2j. | <p>Minutes of GB meeting held on 7th July 2022</p> <p>The minutes of the GB meeting held on 7th July 2022 were reviewed, and governors agreed they were an accurate reflection of the discussions and decisions taken at the meeting and were signed by the Chair.</p> <p>The Chair asked those governors who were not present – but emailed their approvals for urgent matters discussed at the meeting – if they were happy with the minutes and the appendix addendum – following their emailed responses to the clerks email dated 8 July 2022.</p> <p>LD, FD and MC confirmed they were happy to approve the minutes and the addendum appendix.</p> | | |
| 3 | <p>Headteachers report</p> <p>HT outlined the key points to note from his HT report as follows;</p> <p>a) Update on whole school contextual data</p> <ul style="list-style-type: none"> • The attendance percentages for Year 2 pupils is a typing error – as the question raised by a governor alerted him to re check the figures – which should be shown as 95% • The drop in attendance for year groups has been due to a spate of tummy bugs recently going around the school • The current pupil numbers are 173 pupils – which is lower when compared to 180 as at October 2021 – but target tracker has been updated with a few more pupils recently • At the meet the new parents session held last term from the 11 possible new starters, we have 9, as 2 decided to take other offers. The school also lost 6 or 7 existing pupils over the summer holidays as their families moved • For one recent application made to the school for twins – the application did not proceed as the school could not offer the support for one of the children who had very high needs and a school with an ARP provision has accepted both pupils | | |



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- There is a further application being considered for a place in Reception and one in Nursery.
- Staffing is as outlined in his HT report
- Staff illnesses – a teacher has been absent for 2 weeks due to an operation – GV and PS have been full time in class to cover this absence with the admin section also being affected by a long-term absence
- Start of the new term has been very busy – with new parent meetings which went well and gave parents the opportunity to meet the SLT/teachers
- The new parent meetings were immediately after school, and a lot of good feedback was given to the staff with around 80 parents attending – the PowerPoint presentation which focused on working in partnership has been uploaded onto Governor Zone

Governor C commented that it is good to see the level of parental engagement but asked what can be done to encourage boys to talk about their feelings – noting that the school has higher pupil numbers for boys than girls – HT explained that the school has some male teachers – who are positive role models for the boys and all pupils are encouraged to speak about their anger/frustrations/emotions etc

b) Schools Bill (Opportunity for all)

- No further developments on this – the LDBS/LA have issued initial statements of how to prepare but no further updates have been issued at this time

The Chair added that the LDBS have arranged a meeting on the Schools Bill for HT, GB Chairs and Clergy on 8 November – so will give a further update at the GB meeting in December 2022.

Action AS

AS

c) End of Year Data

- KS2 data – was a tough year group which was hampered by high mobility and some challenging pupils but HT was pleased to report that pupils did make at least 10% of progress from KS1 to end of KS2
- The Year 6 pupils were also the cohort that had 4-5 teachers whilst in Year 2 and were affected by the Covid pandemic learning restrictions whilst in Year 4 and Year 5
- The Year 6 pupils on average achieved 50-60% for the expected standards – with the school doing all they could do in terms of extra support in the form of booster classes; extra interventions; pastoral support; WEST; CAHMS support and encouraging parental engagement

The Chair suggested that the T&L committee can look at the data reports in more detail and commented that the new Year 5 and Year 6 data outcomes look very promising- HT explained that their starting point from KS1 was at a higher level so it is encouraging that these two year groups should achieve higher percentages than the previous Year 6 cohort.

Governor C asked about the SATS writing percentages which seem lower than anticipated and what focus was given on goal setting for writing for the new



academic year – HT explained that the school have tightened the curriculum and the teachers can see that pupils are starting to achieve results and the trends will be carefully monitored.

Governor C asked if there is the same expectation for writing across the whole curriculum which was confirmed by the HT.

Governor A asked who monitors the writing outcomes across the curriculum – HT explained that PS/GV and the subject leaders do the monitoring which is moderated overall by PS but middle leaders and teachers are also involved in the process.

Governor A asked if there was consistency in monitoring the writing across all year groups – which was confirmed by HT.

Governor J asked about how the progress score is measured – HT explained that each child would be expected to make 1 step of progress each half term and would therefore be expected to make 6 steps throughout the academic year. HT added that the figures shown for the SATS has a formula that calculates the attainment steps achieved into percentages for pupils who achieve the expected level (ARE – age related expectation) and those pupils who made the higher standard (GDS – greater depth standard).

d) Curriculum Plans for the new Academic Year

HT reminded governors that the curriculum plans were shared with Governors at the GB meeting in July 2022 and all subjects now have curriculum intent statements which are linked to all the documents that underpin these statements.

The Chair reminded governors, as part of their link governor roles they will be expected to monitor the curriculum by looking at the impact. The recommended approach would be to use the curriculum intent statements to look at the sections for intent , implementation and impact on the schools website.

e) Strategic Priorities – SEF/SIP headlines

HT stated that the priorities will be to work further on curriculum and standards.

Currently the School Action Plan (SAP) is a blank document which will be populated from the curriculum action plans by PS and GV using the priorities on the SEF. The SAP is currently being prepared and should be finished in the next few weeks.

The Chair suggested that the SAP could be looked at in more detail at the T&L meeting in November and as a background paper at the December GB meeting.

Governor C asked about home learning and if this is hard for pupils – is the school in a position to set up a homework club hub or whether pupils would be able to access one of these locally – HT explained that teachers are looking at the options to take an ASC for homework activities.



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| <p>Governor C asked, that although the school seems to be doing well with its values, but how we ensure that we foster inclusiveness and do not foster values in a way that is culturally dominant – HT stated that the next level in the SEF would look at culture and attitudes of boys but at this stage it is not known how best to move forward with these areas.</p> <p>The Chair suggested that the SEF priorities could be a focus for a future governor training session – which could cover looking at how governors can ask more strategic/probing questions and how well governors know the school and the impact from their governor role.</p> <p>The Chair added that governors would look at the leadership and management priorities from the SEF which are then prioritised within the Governors Strategic plan.</p> <p>f) Parish Bids HT stated that there are no parish bids to submit at this time.</p> <p>g) After school/breakfast club updates HT informed governors that the pupils attending the breakfast and after school clubs are still not meeting the minimum number to make the 2 clubs viable moving forward. HT added that the 2 clubs would need a minimum of 10 pupils attending each club each day to make the clubs viable and currently the school is subsidising the places by 25% and, where the numbers fall below 10 – is paying the full amount for these unfilled places. However, parents are still finding the places expensive.</p> <p>HT added that from January 2023, parents will need to pay the full amount for these clubs.</p> <p>Governor D added that the cost of the clubs is an issue and asked how the costs of Christchurch clubs compare with other local schools – HT stated that the prices of other schools’ clubs are of a similar price – but he added that the free after school activities run by Christchurch have a good take up by pupils.</p> <p>Governor E asked whether the take up for the After-school clubs in the local schools is greater than Christchurch or if there are similar numbers -HT stated he will ask the local schools.</p> <p>The Chair suggested that further discussions on the clubs are delegated to the F&R committee where a fuller discussion can take place.</p> <p>h) Teachers and Support staff Pay Awards 2022/23 updates HT suggested that the Teachers and Support staff Pay awards be taken up by the F&R committee this term for further discussions.</p> | <p>Action HT</p> <p>Action F&R committee</p> <p>Action F&R committee</p> | <p>HT</p> <p>F&R</p> <p>F&R</p> | |
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| <p>4.</p> | <p>Governance/Chairs update</p> <p>a) Governors Strategic Plan priorities and forward planning 2022/23 The Chair stated that for previous years – the process has been that the priorities for the governor strategic plan were identified from the school action plan and then were further developed for governors in the Governors Strategic plan. The strategic plan produced last year now needs to be updated to include the school priorities that governors want to monitor in more detail.</p> <p>The Chair suggested that a governors strategic planning session could be organised that would be open to all governors – and the options could be to have a strategic session and a training session combined in one meeting which could take place during the day – depending on governors availability.</p> <p>The Chair agreed to circulate some suggested dates to governors for the combined strategic and training session for governors to be organised after the October half term. Action AS</p> <p>b) Committee membership/link governor positions The committee membership and link governor roles were discussed, and the updated lists are located under Appendix 1 of these minutes.</p> <p>c) Skills Audit Questionnaire – for completion AS asked governors to complete the Skills Audit questionnaire and to send the completed forms to the clerk by 21 October 2022. Action all governors</p> <p>d) Training and recruitment update The Chair stated that Josephine has recently taken on the training and Governor Development link role and is in the process of producing a spreadsheet for recording the training undertaken by governors. The Chair suggested that whilst the new spreadsheet is being finalised, that governors continue to send through any recent training undertaken to the clerk so that the existing training log can be updated for the GB. Action All Govs</p> <p>The Chair suggested that governors look at the training sessions being offered by the LDBS/LA and to do the training sessions when they have the availability – with priorities on the Ofsted framework and perhaps the training offered for exclusions panels and disciplinary/parent’s panels – which then gives a wider group of governors who can be selected to be on ad hoc panels if and when required.</p> <p>The Chair reminded governors that they are required to do safeguarding training (see KCSIE) at least on an annual basis. This can be done through an online course or through the LA (Best Brent) or LDBS.</p> <p>MC stated that she has recently done the safeguarding training for her role in the church, and this is for a 3 year period.</p> | <p>AS</p> <p>All Govs</p> <p>All Govs</p> | |
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| <p>The Chair asked that governors who have not done the safeguarding course in the past do so by the end of the calendar year. The Chair agreed to send governors the training providers who offer the safeguarding training which is free of charge and also the link for the Prevent training online module.</p> | <p>Action AS</p> | <p>AS</p> |
| <p>The clerk reminded governors of the training modules that are available as part of The Key subscription – she will ask SBM to send the link through again to all governors.</p> | <p>Action clerk</p> | <p>clerk</p> |
| <p>e) Feedback from Queens Park Open Day</p> | | |
| <p>The Chair thanked LD for arranging a stall for the school at the Queens Park Open day which took place on Sunday 11th September. This event took place immediately after the death of Queen Elizabeth, but the Corporation of London, who run the park, confirmed that the event could take place.</p> | | |
| <p>The Chair thanked governors who helped on the day – Jason, Lesley, Karen (and Alison also attended) along with the school staff – James, George, Eman, Dimitri and Sandy.</p> | | |
| <p>HT added that the day consisted of canvassing people about Christ Church school, handing out flyers and holding a raffle and book sale – which resulted in an amount of £350 being raised for the school.</p> | | |
| <p>KM added that a further second-hand book sale the next day after school increased the total to £365.</p> | | |
| <p>The Chair added that the event gave a great opportunity to raise the profile of the school</p> | | |
| <p>f) Marketing Strategy</p> | | |
| <p>The Chair reminded governors that the Marketing Strategy document has been completed and circulated to governors and continues to remain in place.</p> | | |
| <p>g) Governors Maintenance Fund</p> | | |
| <p>HT stated that he has informed parents of the existence of the Governors Maintenance Fund but there has only been a handful of parents who have shown an interest – KM suggested that parents are asked for the contributions to be made term by term rather than the full amount at once.</p> | | |
| <p>The Chair added that Waitrose has offered to make a donation of £500 to support the green spaces project.</p> | | |
| <p>HT added that the donation from Waitrose would be used to help fund the enchanted garden project and thanks were given to KM for organising this donation from Waitrose.</p> | | |
| <p>The Chair agreed to formally write to Waitrose to thank them for their donation and to outline how the donation will be used for the enchanted garden project.</p> | | |
| <p>Action AS</p> | | |
| <p>AS</p> | | |
| <p>h) Safeguarding Audit – outcomes/actions</p> | | |



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| | <p>The Chair stated that she circulated the safeguarding audit report at the July GB meeting. The LDBS toolkit was used to carry out the audit which was a lengthy process.</p> <p>The main findings and actions have been circulated to all governors and hope all have managed to look at the action points that arose from the audit.</p> <p>The Chair thanked governors who responded to her survey which formed part of the audit process. She also undertook a survey with the staff.</p> <p>The Chair added that there are actions for governors – which include undertaking/refreshing the statutory safeguarding training and also the Prevent training.</p> <p>MC thanked AS for her detailed and excellent report and asked if governors needed to do the Prevent training – which was confirmed as being still a requirement by AS.</p> <p>The Chair added that further updates on the action points from the safeguarding audit will be brought to the GB meeting in December.</p> | <p>Action AS</p> | <p>AS</p> |
| <p>5.</p> | <p>Policies to review/approve</p> <p>HT asked governors for any questions on the following policies that have been presented for approval at this GB meeting;</p> <p>a) Safeguarding and CP Policy</p> <p>HT stated that this policy has been updated in line with the changes for KCSIE 2022 which included a number of changes.</p> <p>Governor C asked about Section 5.3 –“Facilitate a whole-school approach to safeguarding, ensuring that safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development” – not sure if governors are able to do that – perhaps replace the word facilitate with ensure or foster. HT suggested changing the wording that is included in KCSIE guidance - the wording could be changed to KCSIE – “Governing bodies and proprietors have a strategic leadership responsibility for their school’s or college’s safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to [KCSIE] guidance, ensuring policies, procedures and training in their schools or colleges are effective and comply with the law at all times”</p> <p>Governor C asked about Section 8.1 – and whether the property and Early Years setting are meeting the requirements of this part of the policy – HT explained that yes, we operate within the statutory guidelines and therefore can meet the expectations.</p> <p>MC confirmed that although the KCSIE guidance consists of 170 pages she did read through the document.</p> | | |



Governor C asked how the school is developing a culture of safeguarding –where children know that it’s ok to talk; express; to question. As regards child on child abuse – how do we foster a community that knows this is not acceptable? – HT explained that it is covered in PSHE lessons, there are worry boxes in class and the school has an open-door policy and that pupils know these are available. Parents are regularly informed about the safeguarding messages and the expectations of pupils to keep each other safe.

Governor C asked whether teachers receive training about reasonable force- HT explained that the LA have previously run safer handling training sessions and will look if these are still being run.

AS added that both she and KM attended the inset training session on 2nd September 2022 which included the latest KCSIE updates and school staff had discussions/questions on child-on-child abuse and how this can be implemented and closely monitored.

Governors had no further questions and approved this policy.

b) Staff Code of Conduct

HT explained that the original policy has been updated to reflect a new model policy from The Key (Sections 1-11) and retaining the paragraphs from the previous Christchurch document (Sections 10,12-25) and Section 15 has been reworded to reflect the altered daily school timetable.

HT will also include a paragraph informing staff that they are using the car park parking facility at their own risk. He will look at installing signs on the school gate stating that people parking in the school car park do so at their own risk.

Governors had no further questions and approved this policy.

c) Health & Safety Policy

HT has made changes to Sections 4,8, and 11. Section 18.4 – now split into 18.4 and 18.5 and Appendix 4 – added in Respiratory infections including COVID-19 and deleted previous reference in last row of table.

Governor C asked whether the policy should also include reference to a Mental Health First Aider – HT will put in a reference in this policy that the Mental Health First Aider is included in the Safeguarding policy.

Governors had no further questions and approved this policy.

d) Performance Management Policy.

HT explained that this LDBS policy has had minor changes – date on front page and on the section Model Policy plus the changes from NQT’s to ECT.

Governors had no questions and approved the above policy.

e) Safer Recruitment Policy

HT outlined the following changes made to this policy;



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| | <ul style="list-style-type: none"> • Change date on front page • In New Staff section, added the bullet point: ‘Consider carrying out an online search on shortlisted candidates as part of due diligence, in line with KCSIE 2022 paragraph 220’ • In New staff section – overseas... added ‘A letter from previous employers confirming that they have not imposed any sanctions or restrictions and/or are aware of any reason why that person may be unsuitable to teach.’ <p>The Chair confirmed that as part of her safeguarding link governor role – she does check the SCR.</p> <p>Governors had no questions and approved the above policy.</p> <p>f) Acceptable Use Policy HT outlined the following changes made to this policy;</p> <ul style="list-style-type: none"> • moved from Teaching & Learning Committee to Full Governing Body • changed dates on the front page • Introduction – added Safeguarding & Child Protection Policy link • New Policy – in line with Key Documents and updates. <p>HT reminded governors to sign the declaration included within Appendix 3.</p> <p>Governors had no questions and approved the above policy.</p> | | |
| 6. | <p>Matters arising from the minutes of GB meeting held on 7th July 2022</p> <p>The majority of the action points have been addressed within this committee meeting and any outstanding action points were discussed and noted as follows;</p> <ul style="list-style-type: none"> a) The Chair suggested that the recruitment for the Associate members could be looked at after the Skills Audit exercise has been undertaken Action AS b) The Chair stated that the curriculum intent statements will be reviewed as part of the link governor visits – will be ongoing during the academic year. All governors to note c) JK was asked to send through the letters he was preparing so they can be sent out to all parents for the Governors Maintenance fund. He agreed to send the letters to HT/AS by the end of the week. Action JK d) The Chair suggested that she have further discussions with LD/JK outside of this meeting to finalise the operating arrangements (including the debit card protocols) for the Governors Maintenance Fund. Action AS/LD/JK e) The Chair suggested that the Strategic review of Governance could be conducted later in year. She will contact Anne Messer at the LDBS at a later date. Action AS | <p>AS</p> <p>All Govs</p> <p>JK</p> <p>AS/LD</p> <p>JK</p> <p>AS</p> | |



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
 Governing Board meeting held on Thursday 29th September 2022, at 5.30pm in school.

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| 7. | <p>Dates and times of next meetings</p> <p>The latest schedule of GB, Finance and Resources and Teaching and Learning committee meetings for the academic year has been uploaded onto Governor Hub for this meeting.</p> <p>Governors discussed the date for the GB meeting in December – with some governors being unable to attend the original date of 8th December. AS, HT and Clerk agreed to look at alternative dates and send through suggestions to all governors. Action AS, HT and Clerk</p> | AS, HT clerk | |
| 8. | <p>AOB</p> <p>Governor A asked whether there would need to be a consultation undertaken for the Admissions arrangements for 2024. HT explained that he will check with LDBS regarding whether we need to consult, considering we did this recently to include St. Anne’s Parish in our boundaries. Action HT</p> | HT | |
| The public meeting closed at 7.30pm | | | |
| 9. | <p>Confidential minutes of the meeting held on 7th July 2022</p> <p>The confidential minutes from this GB meetings were reviewed and agreed they were an accurate reflection of the discussions and decisions taken at the meeting.</p> <p>See confidential minutes for matters discussed under this agenda item at this meeting.</p> | | |

APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Thursday 29th September 2022 at 5.30pm in school.

Signed..... Date.....

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School