



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Governing Board meeting held on Thursday 26 September 2024, at 5.30pm in school

Name	Initials	Attendance 21/03/24	Attendance 02/05/24	Attendance 22/05/24	Attendance 11/07/24	Attendance 26/09/24
<b>Governors</b>		In school	In school	via Zoom	In school	via Zoom
<b>Headteacher (1)</b>						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
<b>Foundation ex officio (1)</b>						
Mother Christine Cargill	MC	Apologies	Apologies	Present	Present	Present
<b>Foundation PCC (2)</b>						
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Tonye Oji	TO	Not in post	Present	Present	via Zoom	Present
<b>Foundation Deanery Synod (2)</b>						
Lesley Daisley	LD	Via Zoom	Via Zoom	Apologies	Present	Present
Ian Woolgar	IW	Present	Present	Present	Apologies	Present
<b>Foundation LDBS (2)</b>						
Davina Marie	DM	Present	Present	Present	Present	Present
<b>1 Vacant post</b>						
<b>LA (1)</b>						
Rohin Murari	RM	Apologies	Via Zoom	Present	No	Present
<b>Elected parents (2)</b>						
Tara Stroud	TS	Via Zoom	Via Zoom	Present	No	Present
Alexandra Sandor	AL	Present	Present	Present	No	Present
<b>Elected staff (1)</b>						
Eman Yaseen	EY	Apologies	Present	Apologies	via Zoom	Present
<b>Associate members (3)</b>						
<b>Observer/advisers</b>						
Jacqui Carrington	SBM	Present	Present	Present	N/A	N/A
Parita Shah	PS	Present	N/A	Present	N/A	N/A
Jasmine Jude	JJ	Not in post	Not in post	Present	N/A	N/A
<b>Clerk</b>						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item	Who	When
<p><b>1. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The Chair (AS) warmly welcomed everyone to the first GB meeting for the new academic year and all governors were in attendance</p> <p>The Chair asked Mother Christine to open the meeting with a prayer.</p> <p>The Chair informed Governors that the HT was recovering from an operation and suggested that the format of the agenda be adjusted to allow James to finish the meeting early so he can continue with his recovery.</p> <p>The agenda will move to the HT report and policies for approval after the Declarations of Interest have been noted.</p>		



<p>2a.</p>	<p><b>Declarations of Interest and notice of confidentiality (relevant to items on this agenda)</b></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 had no declarations to declare for this meeting.</p> <p>Governors in attendance were asked to complete a new DOI form for the new academic year, which is a requirement by the LA, but Governor Hub also has the facility for Governors to register their DOI – which can be done at this time. The LA DOI forms can then be completed and signed at the next GB meeting held in school on 7<sup>th</sup> November.</p> <p style="text-align: right;"><b>Action Governors/clerk to note</b></p> <p>The Chair reminded governors that any matters discussed under the confidential section of this meeting must remain confidential at all times.</p> <p>The Agenda was re formatted from this point to cover the HT agenda items.</p>	<p>All Govs/ clerk</p>	
<p>3</p>	<p><b>Headteachers report</b></p> <p><b>HT briefly went through his HT report highlighting key points to note;</b></p> <p><b>a) Contextual Information</b></p> <ul style="list-style-type: none"><li>• Pupil numbers on roll – the term has started with fewer pupils – total on roll last term was 190 but now have 165. The school has lost 28 pupils in Year 6 for last year and the incoming Nursery currently has 6 pupils. Although there are 165 pupils on roll – the Admissions system (SAM) does have a few more pupils listed as being in the pipeline for Christchurch and the school does tend to get the occasional footfall so he is hopeful the numbers will increase by the end of the term.</li></ul> <p>HT added that for the Autumn term for the last academic year – the total on roll was 173 with numbers increasing during the year to 190.</p> <p>Governor A asked if the reduction in numbers will impact the Census day next week – HT explained that he is aware of pupils being listed on the SAM system for Christchurch and is hopeful they will be admitted by the Census Date (3rd October).</p> <p>Governor A asked about the low numbers in Nursery and whether this was a concern – HT added that there is currently 20 Reception pupils at the moment and the majority of these pupils moved up from Nursery last year. The school had 18 pupils on roll in the Nursery last year and the trend tends to be that the numbers are low in Nursery at the start of the academic year but generally do improve during the year.</p>		



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HT added that as he has the staff in place within the Nursery – he will be looking to offer full days for our families if they are eligible or not. He has offered 2 full time nursery places to 2 pupils and is in the process of speaking to other families who have children attending Christchurch.

Governor J asked if the reduction in the pupil numbers has been factored in the budget forecast – HT confirmed this had been included in the latest forecast figures.

Governor K asked for clarification of the footfall occurrences – HT explained that these pupils generally come to Christchurch through word of mouth or via neighbour’s recommendations etc and not through the LA admissions process.

HT informed governors that he has had discussions with the LA because Christchurch does not appear on the list of state primary schools published by the LA as they do not include faith schools. Although the faith schools appear on the LA official list of schools – if parents searched online for state schools in Brent – they would first be directed to a list of LA maintained primary schools within the Borough. HT believes that that this is not fair access for faith schools as parents would not be aware that the faith schools are not included at this point of reference.

Governor P asked about the school’s vision and how many pupils the HT would expect to have on roll by the end of the year and how he could ensure this total number was achieved – HT explained that the school does have a vision and will always do their best in marketing the school to increase pupil numbers but cannot ensure that the number on roll will achieve a set figure by a date in the future.

Governor P asked about the vision for being financially secure/ having equipment at school for pupils and staff – HT explained that he does have a school vision to drive the school forward and work is taking place with the Governor working group to look at the financial sustainability of the school.

Governor A added that last week the school sustainability working group (Herself, TS,IW) met with the LDBS adviser to look at the school vision and viability going forward and the different avenue available that can help to make the school more sustainable going forward.

Governor P asked if the school would need to adjust the school vision to either increase income or increase the number of pupils – HT explained it would not be practical to set the vision to state that the school has, for example, 200 pupils on roll as there are factors that are outside the school’s control to attain this vision statement.

Governor A stated the school could have an aspiration to reach a certain number on roll but by having the working group in place – governors on this group can look at the strategy/financial viability and look at options at how the school can perhaps increase numbers for the short and long term period. This can be discussed by the group at the next meeting.



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Governor A added that it is important that the working group look again how governors can support the school to attract as many pupils as it can as part of the strategy and priorities etc

Governor A added that many primary schools nationally have vacancies and will also be looking at ways they can attract more pupils.

Governor M suggested that the 2 parent governors could meet separately to share ideas on how they can support the school in ways to improve the pupil numbers.

- **The attendance figures** currently show an overall percentage of 93.6% but some classes have been affected by tummy bugs/illnesses. The current percentage is for a 2-week period, but this percentage should improve as the school goes through the weeks for each term.

Governor A asked for clarification of the Year groups which are shown on the HT report as class names – for example St Nicholas – HT explained the class names – St Nicholas (Nursery/Reception); St George( Year 1); St Andrew ( Year 2); St Paul ( Year3); St Elizabeth ( Year 4/5) and St Peter (Year 6).

MC commented on the school feeling very calm when she visited the school on 2 occasions during the last few weeks and pupils seemed very engaged in their learning which must be celebrated by all.

MC added that the wellbeing of the pupils/staff seems very positive especially as there have been bouts of sickness at the school in recent weeks.

HT added that the calm/positive atmosphere of the school was also recently commented on by a visitor to the school who was impressed with the pupils being settled well in school and being keen to get on with their learning.

EY spoke about the pupil's commitment to school – and gave an example of a pupil not wanting to go home when he was ill because he enjoyed being at school.

TS stated that from a parent Governor perspective, there have been very positive comments from parents/pupils in the Early Years since the merged classes have been in place.

HT stated that the EWO works closely with the school and is aware of any unauthorised absences and stated that EY does a sterling job in closely monitoring pupils' absences from the first day of absence.

HT added that the penalty fines have been increased from £60 to £80 per parent per child. The school currently has 2 parents that have been issued with penalty fines and the government want to deter parents from taking their children out of school during term time.



Governor K asked who enforces the penalty fines – HT explained that the Education Welfare Officer (EWO) will meet with the families and repeat offenders were previously issued with penalty fines but now the fines can be issued for first time offenders.

HT added that if the parents do not pay the fine, they will be issued with a court order.

EY added that she communicates with the EWO on a regular basis and has continuous communication with the EWO on monitoring attendance and tracking pupils' punctuality. The EWO will also look at pupils' attendance and reasons for lateness or non-attendance.

Governor A asked about the music delivery – HT stated that the new music teacher seems to be doing well, and the school has a replacement violin teacher for the instrument tuition. The school has lessons for violin, guitar and keyboard – there is a high demand from pupils for the instrument tuition.

**b) Curriculum Plans for the new academic year**

HT reminded governors that the curriculum plans are on the school website for information. HT added that there have been some changes with the Reach Academy – for History and Geography subjects – the school will be phasing out the Reach subscription and will be using the Opening World curriculum which is used by many Brent schools. This new subscription will be phased in during the Spring Term.

Governor A asked if there will be a cost implication for the changes in subscriptions – HT stated that there will be a training course and subscription costs, but the LA Recovery Fund given to the Kilburn Cluster will be used to cover the additional costs.

**c) Strategic Priorities (SEF/SIP headlines)**

HT informed governors that the SAP will be shared with Governors at the November GB meeting which will have a T&L focus.

HT added that he is working through the Action Plan and the School Evaluation Plan that was last shared with Governors at the GB meeting in July.

HT added that he has added new comments on the SEF (see red highlighted sections) and will add the finalised data figures when published.

The Chair commented that an update on the SEP/SIP documents can be shared with Governors at the next GB meeting.

**Action HT HT**

Governor A reminded governors that one of their responsibilities is to hold the school to account – Governors should be aware of the priorities listed on the action plan and link these priorities to any link governor visits that are undertaken during the year.



	<p><b>d) Parish Trust Bids</b></p> <p>HT stated that the last Parish Trust bid was received for £68k to fund the start-up costs for the SEN provision – which included the resources for the room and other start-up costs for the first year. HT added that the funding was also used to purchase new ipads to take photos and track pupils progress with the new tracking programme.</p> <p>HT added that he will be preparing another bid to apply for funding to develop the area around the Early Years classes – this would be a large project to develop the current site.</p> <p>Governor A added that the LDBS representative who attended the recent school sustainability working group meeting suggested that there may be other sources of funding that may help with building improvements to help the school attract more pupils in the future.</p> <p><b>e) After school clubs/Breakfast Clubs</b></p> <p>HT has included an update on this in his written Head teachers report on Governor Hub.</p> <p><b>f) Teachers and Support staff Pay awards 2024/25 updates</b></p> <p>HT informed governors that the Government have agreed to a 5.5% pay award for teachers that will be fully funded. For the Support staff there has been no official update as yet, but it is understood that Unison have put forward a proposal for a 10% pay award or £3k whichever is the greater amount for each of their members. HT added that schools will need to wait for further guidance from the Government on the support staff pay award proposals.</p> <p>Governor K added that the government have agreed to fully fund the 5.5% pay award for teachers this year but this would be open for discussion for next year.</p> <p>Governor K asked if the support staff would be fully funded by the Government – HT stated that the funding for the support staff pay award is usually met from the existing budgets allocated to schools.</p>		
4.	<p><b>Policy Review</b></p> <p>HT outlined the policies that have been uploaded onto Governor Hub and asked governors if they had any questions on these policies</p> <ul style="list-style-type: none"><li>a) Safeguarding and CP Policy</li><li>b) Performance Management Policy</li><li>c) Safer Recruitment Policy</li><li>d) Staff Code of Conduct</li><li>e) Acceptable Use Policy</li><li>f) Preventing Radicalisation Policy (&amp; Prevent Risk Assessment)</li><li>g) E-Safety Policy</li><li>h) Positive Handling Policy</li></ul>		



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	<p>Governor J asked about the use of AI in schools and the use of this tool can sometimes have negative outcomes – HT explained that in primary schools it is usually not overly used – the good practice guidelines would be for staff to discuss with SLT if AI is used. Sometimes the AI resource may be used by staff for a specific reason and SLT would be aware of when it is used.</p> <p>Governor A asked if pupils could access AI at home for homework – HT stated that he believes the AI resource is less of an issue for primary school pupils than it is for secondary school pupils.</p> <p>HT added that the use of AI is referenced in the E-Safety policy and also the Staff Code of Conduct.</p> <p>Governors had no further questions on the above policies and unanimously approved them.</p>		
<p>5.</p>	<p><b>Minutes of the FGB meeting held on 11<sup>th</sup> July 2024</b></p> <p>The minutes of the GB meeting held on 11<sup>th</sup> July were reviewed, and governors agreed they accurately reflected the discussions and decisions taken at the meeting and will be signed by the Chair next time she visits the school.</p>		
<p>6.</p>	<p><b>Matters arising from GB meeting held on 11<sup>th</sup> July 2024</b></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"> <li>a) HT confirmed that he will ask the Pupil Parliament for their views on what they would like to be included to enhance the outdoor play facilities if the school received additional funding – he will ask this group of pupils before the GB meeting in November 2024 <b>Action HT</b></li> <li>b) HT confirmed that he will ensure that Natasha’s name is removed from the application form for any future bids submitted to the Parish Trust. <b>Action HT</b></li> <li>c) HT will put the Sports/PE Grant report on Governor Hub for the 7 November GB meeting. <b>Action HT</b></li> <li>d) The Chair agreed to send the SIAMS framework guidance to TO and DM for their reference. <b>Action AS</b></li> <li>e) IW volunteered to send through his notes made on the day from the learning walk that was undertaken last term by himself, TO and AL <b>Action IW</b></li> <li>f) HT confirmed that he will remind all staff about the Code of Conduct now that the latest version has been approved by Governors at this GB meeting <b>Action HT</b></li> <li>g) Action point outstanding from a previous GB meeting – The Chair confirmed that the documentation has been completed for the protocols for the Governors Maintenance Fund – she will share the documents with Governors at the next GB meeting. <b>Action AS</b></li> </ul>	<p>HT</p> <p>HT</p> <p>HT</p> <p>AS</p> <p>IW</p> <p>HT</p> <p>AS</p>	



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	<p>h) HT confirmed that he will bring some examples of the Flash Academy Impact fore pupils to the GB meeting on 7 November 2024. <b>Action HT</b></p> <p>i) Action point outstanding from a previous GB meeting – HT agreed to bring an update on the Laser Contract and Independent check carried out on the utility companies to the July 2024 GB meeting to confirm that the Laser contract is providing value for money for the utility services. HT stated that the SBM has this information and will ask her to forward the relevant information to Governors. <b>Action HT</b></p>	<p><b>HT</b></p> <p><b>HT</b></p>	
<p><b>7.</b></p>	<p><b>Dates and Times of the next meetings</b></p> <p>The following Dates were arranged for the meetings in the Autumn Term</p> <p>School Sustainability working group – Thursday 31<sup>st</sup> October 2024 at 9.30 am          Pay Committee meeting – Thursday 31<sup>st</sup> October 2024 at 5.30pm          Governing Board meeting – Thursday 7<sup>th</sup> November 2024 at 5.30pm          Governing Board meeting – Thursday 5<sup>th</sup> December 2024 at 5.30pm</p>		
<p><b>8.</b></p>	<p><b>AOB</b></p> <p><b>a) Possible Admissions Consultation (2026-27)</b>          HT explained that the Admissions consultation process would only be put into operation in the event of the Church in the Christchurch parish closing which would result in the parish being split amongst other local parishes and the criteria would then need to be amended for admissions.</p> <p><b>b) Approval of confidential minutes from 11<sup>th</sup> July 2024</b>          HT confirmed he had no comments to add for the confidential minutes and was happy to approve them.</p> <p>HT had no further matters to raise under the Confidential agenda item.</p> <p>HT left the meeting at 6.40pm and the meeting then went back to the other agenda items that had not yet been covered.</p>		
<p><b>9a</b></p>	<p><b>Election of Chair and Vice Chair for 2024/25</b></p> <p>AS stated, that she would be happy to stand for re-election for one more year but added that it is important that the Governing Board looks at planning for the future and considerations are given by other governors for succession planning for the role of GB chair for a future time.</p> <p>Ian Woolgar nominated Alison Schulte for the role of Chair which was seconded by Mother Christine. All governors unanimously approved this appointment.</p>		



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	<p>For the role of Vice Chair – Ian Woolgar volunteered for this position -Mother Christine nominated Ian Woolgar for the role of vice chair which was seconded by Tara Stroud. All governors unanimously approved this appointment.</p>		
<p><b>9b.</b></p>	<p><b>Governing Board Membership and Attendance record for all meetings to date</b> 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 and SBM. 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. <b>Action – all governors</b></p> <p>The Chair informed governors that there is now just one vacant Foundation Governor post on the Governing Board – for the LDBS foundation governor role – She asked whether Lesley (LD) would consider moving from the Deanery Synod Foundation Governor role when her term of office expires on 7th December 2024. If LD was happy to move to the vacant LDBS foundation Governor role – the Deanery have a less strict criteria for considering applicants who put themselves forward for their Foundation Governor role. LD confirmed she was happy to move to the LDBS Foundation Governor vacancy when her Deanery Synod role finishes on 7<sup>th</sup> December 2024.</p> <p>Mother Christine informed governors that she will be stepping down from her Ex officio role on the Governing Board in December as she has accepted a job in Australia. Governors were sad to hear that Mother Christine was leaving the Governing Board but congratulated her on her new job in Australia and wished her every success and best wishes for her move to Australia. Governors thanked Mother Christine for the tremendous support she has given them and the school and its community over the years that she has been a governor and her pastoral support and the many worships/assembly’s she has conducted over this time. She will be greatly missed by everyone in the school community.</p> <p>The Chair added that Jason Kosky was invited to attend this meeting but as it is on Zoom, he would be happy to attend the next GB meeting that is being held in school. Governors will have an opportunity to thank him for his commitment and support to the Governing Board during his 12 years as Governor for Christchurch.</p>	<p><b>All Gobs</b></p>	
<p><b>9c</b></p>	<p><b>Instrument of Government</b></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>TS left the meeting at 7pm</p>		



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<p>9d</p>	<p><b>Review/approve Terms of Reference and key operating protocols of GB</b></p> <p>The Chair informed governors that the Terms of Reference document for the meetings format of having just Governing Board meetings had been reviewed last year to incorporate the key points from the F&amp;R and T&amp;L service committee meetings and the final version was approved at the GB meeting held in March 2024.</p> <p>The Chair added that the updated Operating guidelines that underpin the Terms of Reference document were also approved at the GB meeting held in March 2024.</p> <p>Governors had no questions on the Terms of Reference documents or Operating guidelines and unanimously approved that they be used to support the GB meetings for this new academic year.</p>		
<p>9e</p>	<p><b>Governors to read/abide by KCSIE, school safeguarding policy and acceptable use policy</b></p> <p>The Chair reminded governors of the importance in reading the KCSIE updated guidance (updated September each year) and to sign to confirm they have read this document.</p> <p>The Chair added that Governors that are new to Governance must also be aware of their roles and responsibilities for KCSIE.</p> <p>The Chair added that under the Governor profile section on Governor Hub, there is a section which enables Governors to tick to confirm they have read the KCSIE guidance and will then record that they are compliant with this important guidance for all Governors.</p> <p>The Chair added that the forms for safeguarding /acceptable use policy compliance can be completed by Governors at the November GB meeting. <b>Action All Govs</b></p>	<p><b>All Govs</b></p>	
<p>9f</p>	<p><b>Governors Code of Conduct 2024-25</b></p> <p>The Chair spoke about the NGA code of Conduct which she has customised for Christchurch which includes the following;</p> <ul style="list-style-type: none"> <li>• The 7 general principles of public life identified by the Nolan committee</li> <li>• The roles; responsibilities and commitment for school governance</li> </ul> <p>The Chair outlined the core strategic functions with the additional emphasis on confidentiality both within and outside of Governing Board meetings. Although the minutes are public minutes once approved – whilst they are under discussion -any details of discussions must remain in the meeting room/confidential. The Chair also emphasised the importance of commitment, not just to attending meetings but to playing a wider strategic role. e.g. as link governor.</p>		



	<p>There were no further questions raised and governors approved the 2024/25 Code of Conduct for the Christchurch Governing Board.</p>		
<p>9g</p>	<p><b>Confirm arrangements for HTPM (to be completed by 31 December 2024)</b></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, Mother Christine (MC) and Lesley Daisley (LD).</p> <p>LD volunteered to be on the panel along with AS and one further Governor was required to complete the panel. DM offered to be on the panel assuming the date of the meeting fits in with her other commitments.</p> <p>The Chair agreed to set the date with the external adviser and inform governors of the date to enable the panel membership to be confirmed. <b>Action AS</b></p>	<p><b>AS</b></p>	
<p>10.</p>	<p><b>Governance/Chairs update</b></p> <p><b>a) Governors’ Strategic Plan priorities for 2024/25</b></p> <p>The Chair stated that the Governors Strategic Plan had been updated last term and was shared with governors at the GB meeting in July 2024.</p> <p>The Chair added that the plan needs to include any new school priorities that have been identified this academic year – as the governor’s plan is based on the school’s priorities.</p> <p>The Chair added that she will update the Governors strategic plan once she has received the priorities that are set by the school for the new academic year.</p> <p>The Chair added that the financial viability in the current climate will also be a priority, and this will be a focus for the school sustainability working group.</p> <p>IW added that following on from the working group that met recently – he will contact the SBM next week to see if there has been any improvement in the pupil numbers following Census day.</p> <p>The Chair added that the Governing Board usually organises a strategic planning session in the Autumn term which usually discusses in more detail the governor’s strategic direction and priorities for the new academic year – for example – how governors can function effectively; what link visits will take place and when etc</p> <p>The Chair added that the strategic planning session is also an opportunity for Governors to get to know each other and perhaps a meeting could be organised prior to the GB meeting on 7 November 2024.</p>		



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<p>IW added that it would be good for governors to meet outside of a formal GB meeting so that governors can get to know each other better and know each other's strengths and weaknesses etc</p> <p>Governors spoke about how important it is to receive the documents for the planned GB meetings in advance of the meetings to give them time to read/digest and send through any questions in advance of the meeting date. It was confirmed that best practice guidelines suggests that documents should be circulated 7 days prior to the GB meetings to enable governors to give feedback and questions etc.</p> <p>The Chair stated that herself and Clerk will look to have documents ready for future GB meetings and uploaded onto Governor Hub 7 days prior to the meeting date.</p> <p>The Chair will also remind the HT about the 7 day best practice guidance for uploading documents for future GB meetings. <b>Action AS</b></p> <p><b>b) Committee membership/link governors/planned visits</b> The Chair asked for volunteers to be on the Pay Committee – this committee meets twice a year – at the end of October for the teachers' pay progression recommendations and again in December ( via Zoom) for the HTPM review panel recommendations.</p> <p>Ian, Tonye and Rohin volunteered to be on the Pay Committee with the Chair being the reserve for the October Pay Committee meeting.</p> <p>The Chair suggested that the link governors schedule and the proposed link governor visits are left until the Strategic planning session is organised.</p> <p>The Chair added that it would probably be best to leave the link visits until later in the term to enable the new merged classes to settle in.</p> <p>MC added that she plans to attend the SEND open morning for parents – as she is the SEND link governor.</p> <p>The Chair volunteered to take on the role of Prevent and online safety Governor – she will inform HT so he can update the relevant policies. <b>Action AS</b></p> <p>EY left the meeting at 7.25pm</p> <p><b>c) Skills Audit Questionnaire</b> The clerk informed Governors that the Skills Audit exercise had been undertaken last year but since there had been a few new governors suggested that perhaps another skills audit could be undertaken.</p> <p>The clerk added that the skills Audit questionnaire and guidance notes were on Governor Hub but agreed to email them to Governors with a deadline date for completion of 7 November 2024. <b>Action clerk/all governors</b></p>	<p><b>AS</b></p> <p><b>AS</b></p> <p><b>AS</b></p>	<p><b>Clerk/All Govs</b></p>
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	<p><b>d) Governor Training</b></p> <p>The Chair reminded governors that it is a requirement that all governors undertake the safeguarding training.</p> <p>The Chair added that the LDBS and the LA do organise training courses on safeguarding for Governors – these will be advertised in the LDBS bulletins or via the Best Brent training programmes.</p> <p>Governor P asked for more information on how to access the Best Brent and the LDBS systems – the clerk agreed to re send the Best Brent log in details and will ask the SBM to explain how the LDBS courses can be booked. <b>Action clerk</b></p>	<p><b>clerk</b></p>	
	<p><b>The public meeting closed at 7.40pm</b></p>		
<p><b>11.</b></p>	<p><b>Confidential matters</b></p> <ul style="list-style-type: none"> <li>a) Confidential minutes of the GB meeting held on 11<sup>th</sup> July 2024</li> <li>b) Any other confidential matters</li> <li>c) Complaints – note those completed</li> </ul> <p>The confidential minutes for 11<sup>th</sup> July 2024 were approved and there were no further matters discussed under the confidential section for this meeting.</p> <p>There were no complaints in progress/pending at this time.</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 26<sup>th</sup> September 2024 at 5.30pm via Zoom

Signed..... Date.....  
 Alison Schulte Chair of the GB  
 Christ Church (Brondesbury) Church of England Primary School