



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Governing Board meeting held on Thursday 11 July 2024, at 5.30pm in school

Name	Initials	Attendance 01/02/24	Attendance 21/03/24	Attendance 02/05/24	Attendance 22/05/24	Attendance 11/07/24
Governors		In school	In school	In school	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	Apologies	Apologies	Present	Present
Foundation PCC (2)						
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Tonye Oji	TO	Not in post	Not in post	Present	Present	via Zoom
Foundation Deanery Synod (2)						
Lesley Daisley	LD	Present	Via Zoom	Via Zoom	Apologies	Present
Ian Woolgar	IW	Via Zoom	Present	Present	Present	Apologies
Foundation LDBS (2)						
Davina Marie	DM	Present	Present	Present	Present	Present
1 Vacant post						
LA (1)						
Rohin Murari	RM	Via Zoom	Apologies	Via Zoom	Present	No
Elected parents (2)						
Tara Stroud	TS	Present	Via Zoom	Via Zoom	Present	No
Alexandra Sandor	AL	Not in post	Present	Present	Present	No
Elected staff (1)						
Eman Yaseen	EY	Present	Apologies	Present	Apologies	via Zoom
Associate members (3)						
Observer/advisers						
Jacqui Carrington	SBM	Present	Present	Present	Present	N/A
Parita Shah	PS	N/A	Present	N/A	Present	N/A
Jasmine Jude	JJ	Not in post	Not in post	Not in post	Present	N/A
Clerk						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item	Who	When
<p>1. Welcome, Opening Prayer and Apologies for Absence</p> <p>The Chair (AS) welcomed everyone to the GB meeting and gave apologies for Ian Woolgar who had another appointment, Ian's apologies were accepted by governors at the meeting.</p> <p>Tonye and Eman were attending the meeting via Zoom.</p> <p>Tara, Alexandra and Rohin were not in attendance at this GB meeting.</p> <p>The Chair asked MC to open the meeting with a prayer.</p>		



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<p>2a.</p>	<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 had no declarations to declare for this meeting.</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>2b.</p>	<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 and SBM.</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 informed governors that there is now just one vacant Foundation Governor post on the Governing Board – for the LDBS foundation governor role – she will speak to Mother Christine outside of the meeting to look at a potential candidate's application/suitability.</p> <p>The Chair added that Jason Kosky was invited to attend the meeting but unfortunately had work commitments. Jason is hoping to attend the GB meeting in the Autumn term – where 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>All Govs</p>	
<p>2c.</p>	<p>Minutes of GB meetings held on 2nd and 22nd May 2024</p> <p>The minutes of the GB meeting held on 2nd May and the Special GB meeting held on 22nd May 2024 were reviewed, and governors agreed they accurately reflected the discussions and decisions taken at the meetings and were signed by the GB Chair.</p>		
<p>3.</p>	<p>Headteachers report (T&L focus)</p> <p>HT briefly went through his HR report highlighting key points to note;</p> <p>a) Contextual Information</p> <ul style="list-style-type: none"> • Pupil numbers on roll are slightly down – currently 190 on roll compared to 197 in June 2023 • The Nursery pupils on roll have currently increased by 4 pupils 		



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- **The attendance figures** are very positive and show the weekly figures up until week commencing 17 June 2024 which gives an overall percentage of 95.7, just below the national average target of 96%, which is an excellent percentage especially as the school has had some weeks with pupils being off with chicken pox. A child in Reception had the illness and it swept through the whole school thereby affecting all classes attendance figures during this term.

Governor A asked if there had been any cases of measles in the school – as there has been cases in the local community – HT that he was pleased to report that the school currently has had no cases, and he actively promotes/reminds parents about having measles jabs for their children

Governor C asked about the lower attendance figures for Year 1 pupils and the reasons why their attendances are lower – Eman explained that there have been more cases of chicken pox/tummy bugs occurring for these pupils, but she is very proactive when speaking to parents anytime pupils are absent.

- **For unauthorised absences** – the percentage was 0.9% with persistent absence being very low – which also includes some pupils that move to another school, who are kept on roll until they are officially claimed by the new school

Governor A asked about the punctuality of some pupils and what happens with pupils who are regularly late – HT explained that lateness tends to be the same few pupils – who are monitored by the EWO. The EWO will send letters and have meetings with the parents to improve pupils' punctuality.

Governor A asked when a pupil is recorded as being late – HT explained that pupils arriving after 9.30am are recorded as being late.

HT added that following the EWO involvement in 2 cases for pupil's lateness – one has significantly improved which shows the monitoring by EWO is having an effect.

EY added that for persistence absences in the Nursery, the EWO does send letters but if the child is under 4 years old – no further action can be taken until they reach 5 years of age.

- **Staff absence** – there are 3 members of staff on medical leave – 2 members of staff were due to return to school in July 2024 – the Premises Manager will be unfortunately unable to return to work for some time due to further illness
- The 3rd member of staff is being invited to a Stage 1 informal meeting regarding fitness to work.
- **Staff morale** – staff were very pleased with the Ofsted report and SLT have been able to ease off some monitoring pressure since the visit. Staff are very busy with reports, final assessments and end of year activities and SLT continue to provide as much support as they can.



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Governors were concerned to hear of the caretaker's recent health problems and asked that their best wishes be sent to him.

- **Safeguarding** – the school currently has 3 CP cases, 3 CIN cases and 25 monitoring cases
- **Suspensions** - there have been no suspensions this term and behaviour has been generally good
- **Complaints** – there are no current or open complaints

Governor C commented that the report on behaviour is good news but asked about the hot weather and if pupils have enough shade areas and water fountains – should a plan/bid to be prepared to future proof safe play outside.

MC spoke about Australian schools who have a No Sun Hat, No play policy and staff have permission to put sun cream on pupils when the weather is hot.

HT explained that the school does have some shaded areas in the playground and when pupils start at the school, permission is obtained from parents for sun cream to be applied in school when necessary – but he will ensure that a bottle of factor 50 suncream is kept in each class during the hot weather.

HT added that to enhance the outdoor shade, it would be useful to invest in a bigger gazebo which would enable more pupils to be in the shade.

The Chair suggested that a parish bid could be submitted to ask for fixed tables/chairs and benches in shade areas.

Governor L asked about the development plan which included enhancing the provision for active play outside – HT added that he is keen to make this more of a feature from September – which will enable pupils to sit outdoors and play games on the astro pitch rather than using it just for football games.

The Chair suggested that the pupil parliament could be asked for their views on what they would like to be included if any additional funding was received to enhance the outdoor play facilities – HT agreed to ask this group of pupils next term.

Action HT HT

b) Reportable data headlines/ in year data

- KS2 data – very pleased with the results although slightly down on Maths compared to last year. – with the 2024 percentages showing 77.8% Reading; 59.3% Writing; 74.1% Maths; 70.4% SPaG; 66.7% Science and 59.3% RWM combined.
- The KS2 percentages are still provisional scores and currently the school is querying 2 papers.
- The KS2 pupils did extremely well and could see the progress they have made.



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- The provisional results are up on what was originally predicted, and the figures are inline with the National figures.
- The KS1 data is no longer reportable data and the Year 2 pupils have done extremely well with the expected figures showing 63.3% Reading; 53.3% Writing; 63.3% Maths and 50% RWM combined.
- For Year 1 phonics the figure was 77.8%. A few did not pass as they were new to school/SEN/EAL
- For Year 2 phonics the figure was 80%, with 4 pupils with deep special needs not passing the screening test
- For the Year 4 Multiplication test – 79% scored above 20 out of 25 questions, with 53% of these pupils scoring full marks, 21% of the pupils scored less than 20 marks

Governors congratulated the Headteacher on the excellent results and made the following comments;

- The improvements have been amazing
- Year 3 received a special mention as their progress has been tremendous
- Do the pupils realise how well they have done? Governors are extremely proud of the pupils and staff for these excellent results – well done to all

c) Update on merged classes from September 2024

- A newsletter video was shared with September 2024 Year 4 and Year 5 parents and a parents meeting was held on 27 June 2024
- There were a few parents that raised some questions but overall, the parents understood the reasons why the merger was taking place and parents stated they had trust in the school to put the best system in place for the pupils learning opportunities
- For the Early Years merger – a newsletter video was shared with parents on 24 June 2024 and a parents meeting was held on 8 July 2024
- Like the Year 4/Year 5 parents meeting- there were a few questions raised but overall parents were positive and trusted the school in the structure that was being planned for the merged class

d) SEND Provision class (St Joseph's class)

- This proposed new SEND class was announced to parents in a video newsletter on 24th June 2024 and individual parents meetings were arranged with the Inclusion Leader for the parents whose children would be in this new class
- There will be 3 groups of children in this class – High Needs – will spend most of the day in St Joseph's class; Medium Needs – will spend the morning in St Joseph's class and Low Needs – will visit St Joseph's class in the afternoons for interventions and target work

Questions raised by Governors



Governor C asked about the St Joseph's class and whether the plan is for this SEN provision to run as a unit or as a partially integrated program. Do we have enough spaces in the school to run this as well as the plan for staffing?

HT explained that the SEND class will be a separate class, but the pupils will also be integrated – pupils will be linked to a home class for the majority of pupils and will help teach pupils how to cope when they are in the mainstream lessons.

Governor C asked if parents asked any questions that governors should be aware of – HT stated that there were no specific concerns that were raised by parents – questions were raised about how the curriculum would be structured and ensuring that pupils are not left behind. HT explained to parents that the staff have very detailed knowledge of the curriculum and the pupils in the merged class would be doing the same activity but there would be bespoke learning in place where this is needed for individual pupils.

Governor A asked if all the Year 4 and Year 5 parents were on board with the merger and what feedback has been received from those parents who were not at the meeting – HT stated that he has not received any feedback from the parents who did not attend the meeting.

Governor L asked if it was known as yet which pupils would be attending the proposed SEND class – HT explained that the class would be for existing Christchurch pupils.

e) Parish Trust bid

HT explained that the start-up costs for the St Joseph class has been included in a Parish Trust bid – which has been outlined to governors in the Governor Hub documents for this meeting.

Governor E suggested that the Trustees names at the top of the application be amended to remove Natasha's name. HT will amend this part on the application form.

Action HT HT

HT explained that the Parish Trust bid is for £68,000 but this initially includes the start-up costs for the first year of the project and for the cost of the teacher – and it is anticipated that from the second year the EHCP funding for pupils attending the SEND class will meet the costs of the teacher and any capital costs will not be required.

Governors had no further questions and unanimously approved the Parish Trust bid of £68k.

f) SEF/SAP – forward planning (including subject leader priorities)

HT informed governors that the school priorities for the new academic year have been identified – and SLT are currently writing the focus and working on the strategies which will be shared with Governors at a GB meeting in the Autumn term.



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	<p>Governor C commented that with so many changes that had taken place in the school over the past year – it is a credit to SLT that so many of the priorities for this year were achieved.</p> <p>The Chair agreed that so many of the priorities were completed when there had been staff sickness/key personnel leaving etc – and congratulated the school on this achievement.</p> <p>Governor L asked about how the school will continue to work with vulnerable families and the priorities identified by the DfE to support vulnerable pupils/families – HT explained that the new Government guidance – on working together to improve attendance – SLT will bring in more initiatives if this is needed to support vulnerable pupils and their families, but currently the school is very proactive in supporting vulnerable pupils to improve attendance.</p> <p>g) LDBS Capital Programme</p> <p>HT informed governors that the LDBS Capital Programme officer has visited the school recently to identify the priorities that can be submitted on behalf of the school for Capital Programme funding. The project manager has identified the upgrade for the Early Years toilets and the replacement of the sinks. HT stated that he has not been shown the final plan for the school’s priorities or how much capital funding will be given to the school at this stage.</p> <p>Governor C asked if the Year 5 and Year 6 flooring can be included in the plans – HT added that the carpets have been repaired although agreed they are old and in need of being replaced.</p> <p>h) Sports/PE Grant</p> <p>HT apologised for not having the Sports/PE grant ready to share with Governors at this meeting due to other priorities that have taken place this term.</p> <p>HT agreed to put the Sports/PE grant report on Governor Hub by the end of the term.</p> <p style="text-align: right;">Action HT</p>		
4.	<p>Governance/Chairs update</p> <p>a) Governors’ Strategic Plan priorities for 2023/24</p> <p>The Chair stated that the Governors Strategic Plan has been updated and shows the priorities and actions that have been completed by Governors this year.</p> <p>The Chair added that it is positive to note the actions that have been completed and the learning walks that have been undertaken prior to the Ofsted Inspection that took place in April 2024.</p> <p>The Chair added that the Christian Ethos Group did not manage to meet this year but this would be a priority in the new school year.</p>		



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<p>The Chair asked if Tonye would be able to join the Christian Ethos Group – which usually meets during the day.</p> <p>MC explained that the CE group looks at the values/visions and RE framework and looks at how the school/Governors work to contribute to that ethos/visions/values.</p> <p>DM offered to be part of this group if governors were able to rotate the membership of this group – as she would only occasionally be able to attend a meeting during the day.</p> <p>The Chair agreed to send the SIAMS framework guidance to TO and DM for their reference. Action AS</p> <p>b) Governor Visits/Learning walks</p> <p>The Chair stated that a Maths learning walk took place on Friday 7th June which was undertaken by IW, AL and TO.</p> <p>TO stated that she had sent her notes from the learning walk to AL who was going to incorporate governors notes into a summarised report – she gave a brief summary of the observations that she noted from the learning walk as follows;</p> <ul style="list-style-type: none">• Governors visited a number of classes during the learning walk and saw snapshots of lessons that were taking place during the morning• KS1 classes were doing interactive learning• Year 5 had a test on the day – so Governors did not see their lesson, but they were reading their books and seemed very focused on what they were doing• Year 4 were doing multiplication exercises and although the pupils were doing their learning – from speaking to the teacher – there is more work to do to get all pupils fully focused on their learning• Overall, for the lessons visited, the majority of pupils seemed very engaged and interactive in lessons <p>The Chair thanked TO for her clear, concise summary from the learning walk and she will chase up IW and AL for their feedback from the Learning walk. Action AS</p> <p>MC informed governors that she visits the school to conduct the regular worship sessions and it was a very calm atmosphere last week when she visited the school. MC added that she will be visiting the school on Tuesday to conduct the Eucharist assembly.</p> <p>AS added that as GB chair she often visits the school once a week to see HT and support him and to discuss any relevant Governance matters.</p> <p>c) Governor Training</p> <p>AS and TO attended the Brent Governor Conference on 27 June 2024 which both found very interesting and was useful to meet with other Governors.</p>	<p>AS</p> <p>AS</p>
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	<p>AS added that the slides from the Governor Conference will be placed on Governor Hub for governors to read. Action AS</p> <p>TO also attended the Governor induction training sessions which she found very informative.</p> <p>AS attended an LDBS Governor forum which was about schools' sustainability which was very interesting and relevant for Christchurch at this time. She has uploaded the slides onto Governor Hub for governors' information.</p> <p>The Chair asked if the school was having safeguarding training as part of the Inset day in September 2024 and asked if Governors could attend. HT confirmed that the Safeguarding training is taking place on Monday 2nd September 2024 at 9.30am – which is open to any governors that wishes to attend. Action All Govs</p> <p>Governor L asked if the school is also providing a session for Prevent training – HT explained that the Prevent training is undertaken through an online training session and he will send the link for this training sessions to Governors in the Autumn term. Action HT</p> <p>d) KCSIE- updates from 1st September 2024</p> <p>The Chair reminded governors that the KCSIE guidance is updated every year with the new guidance being effective from 1st September each year. She has put the latest updates in the safeguarding folder that has been recently created on Governor Hub. It is essential that all governors read through the KCSIE guidance and are aware of Governors responsibilities under this guidance. Action All Govs</p> <p>e) Feedback from Sustainability Steering Group</p> <p>The Chair stated that the sub group currently consists of LD/IW/TS/AS and HT which aims to meet to look at the long term financial future of the school and to look at the options available to support the financial sustainability of the school for future years.</p> <p>The Chair added that the first meeting is being held next week and Louise Ritchie from the LDBS will be attending this first meeting to help the group structure their aims and objectives for this group and to give advice and support.</p> <p>The Chair added that it would be helpful if governors could read the presentation slides from the recent LDBS forum that she attended which was on financial sustainability which would help set the first agenda for this new sub group meeting. The presentation slides have been uploaded onto Governor Hub in the school sustainability, partnerships and federation folder.</p>	<p>AS</p> <p>All</p> <p>HT</p> <p>All</p>	
<p>5.</p>	<p>Policy Review</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>		



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- a) Managing Sickness Absence
- b) First Aid Policy
- c) Managing Change Policy and Procedures
- d) Example of Equality Impact – from Trips Risk Assessment

Governor A mentioned that the managing sickness policy mentions that the policy would be reviewed every 2 years but most policies are reviewed on an annual cycle – HT stated that it is easier to bring policies for governors to review on an annual basis – to ensure that no particular policies are overlooked as part of the policy review cycle.

Governor C had some general questions about policies – while the policies seem clear to her – how does the school ensure that those impacted by them – for example staff – understand what they mean? How are the policies part of orientation and also how does the school ensure that they are implemented effectively?.

HT explained that at the earliest stage in a process – for example sickness/disciplinary – he will meet with the staff member along with the SBM and refer to the relevant policy.

Governor L asked if staff are asked to sign to evidence they have read all the required policies – HT stated that staff are made aware of the headlines that is within the code of conduct for example.

Governor C asked if staff are aware that the code of conduct is linked to other policies –like absences/disciplinary policies etc – HT explained that under the staff section on the school website – staff are reminded that all the staff related policies are located on this section of the school website.

Governor L suggested that a system of ensuring all staff have read/understood the staff policies could be implemented from the start of the new academic year and given a deadline by which all sign to say they have read/are aware of the policies.

HT explained that as part of their employment at the school, there is an expectation that all staff read the policies that are on the staff section of the school website.

The Chair suggested that at the Inset day on 2nd September perhaps all staff could be reminded of the staff code of conduct/teachers' standards and the expectations of policies and other procedures that would be expected to be followed by all staff working within a school.

Governor C added that as a Governor, we would be expected to show that we are governing effectively and how we support the school but how can we best evidence that this is being done to be best of our ability.

Governor C added that for policies, Governors review and approve them but how do we know staff are aware of the changes/updates etc are made to these policies ? – HT explained that he informs all staff that the policies are on the staff section on the



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	<p>school website and will signpost the new staff of the existence of these policies when they start.</p> <p>HT added that he will remind all staff of the Code of Conduct and the policies on the staff section of the school website at the Inset training on 2nd September. Action HT</p> <p>HT stated that the policies included as 5a,5b and 5c above are in line with model policies approved by the LDBS and 5d is an example of the risk assessment for trips which gives an insight into how the school considers venues to select when meeting the equality impact. This was an action point that was raised when the Equal Opportunities policy was approved at a previous GB meeting.</p> <p>Governors had no further questions on the policies being presented to this GB meeting and unanimously approved those policies listed above.</p>	<p>HT</p>	
<p>6.</p>	<p>Matters arising from the minutes of GB meeting held on 2nd May 2024</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) Action point outstanding from a previous GB meeting - The Chair confirmed she has met with LD to complete the protocol documentation for the Governors Maintenance Fund, but these protocols need to be updated and circulated at a future GB meeting. Action AS b) HT confirmed that he will bring some examples of the Flash Academy Impact for pupils to a GB meeting in the Autumn term. Action HT c) LD informed governors that the LDBS had not been forthcoming in sending through the slides from a previous training session she had attended on exclusions. If she does receive them at a future date – she will place on Governor Hub d) 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. Action HT 	<p>AS/LD</p> <p>HT</p> <p>HT</p>	
<p>7.</p>	<p>Dates and times of next meetings</p> <p>The Chair informed governors that a provisional schedule of the Governing Board meeting dates and other meetings has been recently prepared and was shared with HT and clerk today.</p> <p>The Chair added that as the meetings schedule was still in a draft format – it would be reviewed by HT and clerk and circulated next week for Governors to note the proposed dates for the Autumn term with the proposed meeting dates for the remainder of the academic year being confirmed at a later date.</p>		



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	<p>The Chair suggested that the first GB meeting for September 2024 be confirmed at this meeting – Governors approved this meeting for Thursday 26 September 2024 at 5.30pm in school.</p> <p>LD informed governors that she would not be able to attend this meeting due to holiday commitments but was happy for the meeting to proceed in her absence.</p> <p>The clerk agreed to circulate the provisional schedule of meeting dates to all governors to check their availability. Action clerk</p>	clerk	
8.	<p>AOB</p> <p>a) Clerking arrangements from 1st September 2024</p> <p>The Chair explained to governors that the appointment of the GB clerk, which is an annual requirement, is usually undertaken at the last GB meeting of the academic year.</p> <p>The Chair stated that the GB clerking contract is due for renewal from 1st September 2024 for the new academic year.</p> <p>There were no questions raised by governors and were unanimous in their decision to continue with the clerking arrangements provided by Lynda Rees for another year</p> <p>b) Other matters raised at this meeting</p> <p>Governor E asked if the Ofsted report could be circulated to Governors – HT stated that the report is on the school website, but he agreed to upload the Ofsted report onto Governor Hub.</p> <p>Governor E asked if HT could circulate to governor’s dates for events that were happening within the school each term so that they could check their availability for attending these events. HT informed governors that these dates are on the school website but agreed to send governors any events that will be taking place each term when these are confirmed. Action HT</p> <p>EY left the meeting at 7pm and was thanked for her support and contributions made at the meeting and the support she has given the Governing Board in her role as staff Governor.</p>	HT	
	<p>The public meeting closed at 7pm</p>		
9.	<p>Confidential matters</p> <p>a) Confidential minutes of the GB meeting held on 2nd May 2024</p> <p>b) Any other confidential matters</p> <p>c) Complaints – note those completed</p> <p>See confidential minutes for matters discussed under this agenda item at this meeting.</p>		



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APPROVAL OF MINUTES BY THE CHAIR OF THE GB

These minutes are an accurate representation of the GB meeting which took place on Thursday 11th July 2024 at 5.30pm in school

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

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School