



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Governing Board meeting held on Thursday 13th July 2023, at 5.00pm in school

Name	Initials	Attendance 29/09/22	Attendance 01/12/22	Attendance 23/03/23	Attendance 18/05/23	Attendance 13/07/23
Governors		In school	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	Present	Present
Foundation PCC (2)						
Jason Kosky	JK	Present	Apologies	Present	Present	Apologies
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Foundation Deanery Synod (2)						
Lesley Daisley	LD	Via Zoom	Present	Present	Present	Present
Vacancy						
Foundation LDBS (2)						
Fiona Dwinger	FD	Via Zoom	Present	Present	Resigned	Resigned
Josephine Francois-Poncet	JF	Via Zoom	Apologies	Present	No	Resigned
LA (1)						
Rohin Murari	RM	Present	Present	Present	Present	Apologies
Elected parents (2)						
Karen Moran (Vice-Chair)	KM	Present	Present	Resigned	Resigned	Resigned
Saeed Akhtar	SA	Present	Present	Present	No	No
Elected staff (1)						
Eman Yaseen	EY	Not in post	Present	Apologies	Present	Via Zoom
Associate members (3)						
Vacancy (3)						
Observer/advisers						
Jacqui Carrington	SBM	N/A	N/A	Present	Present	N/A
George Veater	GV	N/A	N/A	N/A	N/A	Via Zoom
Parita Shah	PS	N/A	N/A	N/A	N/A	Via Zoom
Ian Woolgar- observer	IW	N/A	N/A	N/A	N/A	Present
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 and gave apologies for Rohin and Jason who were unable to attend due to work commitments. These apologies were accepted by governors attending the meeting.</p> <p>The Chair asked Mother Christine to open the meeting with a prayer.</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 had no declarations to declare for this meeting.</p>		
2b.	<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>	All Govs	
2c.	<p>Minutes of GB meeting held on 23rd March 2023</p> <p>The minutes of the GB meeting held on 23rd March 2023 were reviewed, and governors agreed they accurately reflected the discussions and decisions taken at the meeting and were signed by the GB Chair.</p>		
2d	<p>Minutes of the Special GB meeting held on 18th May 2023</p> <p>The minutes of the Special GB meeting held on 18th May 2023 (to ratify the 2023/24 budget) were reviewed, and governors agreed they accurately reflected the discussions and decisions taken at the meeting and were signed by the GB Chair.</p>		
2e	<p>Notification of Budget Approval by email (following 18 May Special GB)</p> <p>The HT confirmed that he had sent out further information on the Laser Utility contract to all Governors and was pleased to report that all governors had approved that the 2023/24 budget that was presented to the 18 May 2023 Special GB meeting be signed by the GB chair and submitted to the LA by the deadline date of 31 May 2023.</p> <p>Governors thanked HT for finding out the additional information on the Laser Contract – that the school was tied into the current contract until September 2024 and will need to apply before March 2024 to exit the contract in September 2024. It was therefore not possible to exit the contract without incurring penalty costs at this time.</p> <p>HT added that further work will be done in the coming months to look at other Utility providers to see if a more cost-efficient Utility provider can be identified for when the Laser contract finishes.</p>		



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	<p>The chair welcomed Ian Woolgar who was attending the GB meeting as an observer so that Governors can vote on his application for the vacant Deanery Synod position</p> <p>Ian was asked to give a brief outline of his skills, experiences and the reason why he would like to be considered for the LDBS foundation governor role.</p> <p>Ian gave a brief outline of his skills, experiences and reasons for applying for the Governor role;</p> <ul style="list-style-type: none">• Currently works in the travel industry• Has marketing and fund-raising experience• Is a governor for a BTEC college in East London• Is a mentor for a social mobility foundation• Motivation for being a governor – previously came from a disadvantaged background but has achieved education qualifications and been successful during his working life and would like to give something back by volunteering as a Governor <p>Governors introduced themselves to Ian and welcomed him to the meeting.</p>		
3	<p>Headteachers report</p> <p>HT outlined the key points to note from his HT report as follows;</p> <p>a) Reportable Data headlines</p> <ul style="list-style-type: none">• EYFS – GLD test (Greater Learning Development) where pupils need to achieve 13 strands across the curriculum – pupils achieved 67% which is a massive improvement on last year’s results – last year were lower due to pupils missing two thirds of their learning in school due to the pandemic• Year 1 Phonics test – which covers a blend of letters and sounds test and pupils need to decode words that pupils had not seen – 81% of pupils passed this test• 81% is a huge improvement on last year’s results – which was around 50%• The usual percentage for previous years is around 80-90% (prior to pandemic years)• For the Year 1 Phonics test – 4 pupils are likely to be disapplied (English not their first language when they joined the school) – which should bring the percentage result up to 91% which is above the LA average of 79%• HT explained that at least two thirds of the school population do not have English as their first language• In Year 2 ten pupils re sat the phonics test with 7 out of the 10 pupils passing (3 that did not pass have special needs)• The school has a robust system in place for phonics being taught each day at set times with follow-up interventions taking place for pupils who need extra support.• KS1 results for Year 2 were – Reading 33%; Writing 33%; Math’s 43% and RWM combined 33% - although the results are lower than the national average 56%- 72%) this year group missed a lot of school due to the		



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pandemic; have had a high level of mobility; new arrivals do not have the basic English levels and a high percentage have significant special needs.

- The Year 2 cohort has 21 pupils so there is a bigger percentage for each pupil that does not achieve the expected standard.
- The Year 2 teacher was an ECT who did get mentoring/support from AHT and the HLTA supported with intervention groups
- As the current Year 2 pupils move into Year 3 – the teacher supporting this class will receive more training courses/moderation training based on Year 5 and Year 6 training which has shown a positive impact
- For the current Year 2 pupils – they will commence intervention work during the Autumn term- which will be linked to the Year 2 curriculum, as a number of pupils need to catch up with the Year 2 core curriculum requirements.
- Year 4 multiplication tests – 37% of the class obtained the maximum score 25/25 with 63% obtaining 20/25
- KS2 SATS results were very positive – Reading 64%; writing 68%; Math's 86%; SPaG 68%; Science 68% and RWM combined 55%
- KS2 SATS above expected percentages were very good – Reading 32%; Writing 9%; Math's 32%; SPaG 41% and RWM combined 5%

Questions raised by governors

Governor E asked if the problems identified with the current Year 2 pupils have been identified for the current Year 1 who will move into Year 2 – HT explained that the current Year 1 cohort are a strong class and many have the basic skills set at the required standard, for example their number work is ready for the Year 2 curriculum.

IW asked about the damage the pandemic has done to the pupil's education and how this will be monitored in particular for the current Year 2 pupils – HT explained that the school has recently invested in tools that include using an intervention tracker online – which will include intervention ideas and an assessment tool to track the pupils more closely.

Governor E asked if the Brent averages for KS1 are known as yet – HT believes they will be around 60%, although some schools will be lower percentages due to pupils with significant needs as is the picture at Christchurch.

Governor C asked if the staffing has been organised to avoid placing an ECT teacher in Year 2 or Year 6 – HT confirmed this has been taken into account for the classes from September 2023.

The Chair congratulated the school on the KS2 results and the increase in pupils obtaining the Above Expected (Greater Depth) with the cohort having higher attainers but 36% of the cohort are going to secondary school without the expected standard for reading. How was the class split to accommodate the higher and lower attainers – GV explained that there were a few anomalies – for example 2-3 pupils passed the SATS mock tests but did not pass the actual tests. Reading is also lower nationally – with 70% being the national average results for reading.



Governor C asked if the results were due to the moderation process of the reading paper being more difficult for this year – HT agreed that the reading paper was regarded as a tougher paper nationally by schools.

HT added that some pupils missed the grading by 1-2 marks and a few papers will be submitted for the marks to be reviewed but this can only be done by schools questioning a particular question and challenging the mark that has been given.

IW commended the school on the excellent Maths results for KS2 – GV explained that Maths is a true reflection of teaching – as the subject is not taught at home. The biggest barrier for reading is that pupils are not always being encouraged to read at home by parents and it is a challenge to match the maths results moving forward.

Governor E asked if there could be any repercussions for the school for the lower KS1 data – HT stated that the school has case studies to support where the pupils started their education journey and will follow their progress through the school. The LA and DfE would look to check that the school have identified the problems/issues and that the school has a clear plan on what it is doing going forward and the intended impact.

HT added that the LA representative attended the review day recently and understands the issues with the Year 2 cohort.

HT shared the progress scores which had been published today (13/7);

Reading +0.57

Writing +0.29

Maths +3.56

The above scores are all very positive – where progress is measured above 0.

b) Internal Data headlines

HT explained that the school has its own system in place for monitoring the data which includes the Year groups which are not reported on for the end of Key stage outcomes.

HT added that the internal data monitoring system needs to show;

- Does the school know the children?
- Does the school know where the pupils are at in their education journey?
- Does the school know how to help them?
- How are we teaching the pupils and are the teaching methods working?

HT stated that as the Internal Data headlines report has just been presented at this meeting, he suggested that governors are given the opportunity to digest the content and bring any questions to the Business meeting in September 2023.

Action all governors

**All
Govs**

HT stated that the whole school focus will be on writing and looking at the writing moderation throughout the year.



GV added that the Maths curriculum will also look at using the White Rose scheme as pupils seem to learn more from this scheme which seems better suited for Christchurch pupils than Maths Mastery.

Governor E asked if all year groups were using Maths Mastery – GV explained that the current Year 6 started with Maths Mastery- but the scheme includes a lot of assumed knowledge which requires teachers to edit lessons to pitch the lesson at the right level for the pupils – and there is a risk that new teachers may struggle with editing the programme before it is used for the lessons.

GV believes that the White Rose scheme is better suited to Christchurch – which will be used to support the Maths curriculum from Nursery to Year 6.

HT added that SLT will look closely at the White Rose scheme at the end of the academic year to look at the impact and outcomes.

The Chair added that although the summary sheet is useful it would be good for Governors to have a deeper look at the Year groups for characteristics like PPG, SEN, gender etc.

Governor C added that although the headline summary report is useful for Governors – perhaps an update can be given at the December GB meeting on whether the curriculum changes such as the White Rose scheme are working and whether pupils are making progress.

HT explained that the practices will be embedded in the Autumn term and further updates on the key groups can be brought to a future GB meeting. **Action HT**

HT

c) SIAMS Inspection

The Chair congratulated the HT on a very strong SIAMS report and asked that thanks be given to staff for the amazing work they have done in achieving a very good outcome from the SIAMS inspection that was undertaken on 16th May 2023.

HT added that all staff and pupils worked incredibly hard to showcase the school during the SIAMS inspection, but a special mention must be given to the RE leader (Dimitri Sahabandu) for all her tremendous work in assisting in the preparation for the Inspection.

HT added that the inspectors were very complimentary on how everyone was in sync with the ethos of the school and how the vision is embedded within the Christian values.

d) LA review feedback

HT informed governors that the LA review took place for 1.5 days in June 2023, with half day covering safeguarding and a day covering Teaching and Learning across the school.

HT stated that the action plan that was produced by the LA reviewers (Alison Loffler/Helen Tyler) has been updated with the actions that have since been



undertaken by the school and are highlighted in red font on the report shared with governors at this GB meeting.

HT added that a follow up day was undertaken by Helen Tyler and the feedback received today concluded that everything that was listed in the action plan has been put in place by the school.

HT added that the Review report included action points for good practice for records such as the Single Central record – which are being implemented by the school and for the T&L action points raised from the LA review – the school is already seeing the impact from the actions that have been implemented.

HT added that at a recent HT meeting – the Director of Children and Families (Nigel Chapman) spoke about things going well for Christchurch and being on the right track following the LA review.

Governor A asked whether pupils are regularly accessing the library and whether they are reading books and how the school monitors that the pupils are reading the books - HT explained that the pupils have reading records which are expected to be completed each night which the parents' sign.

Governor A asked about how the school encourages reading and avoids it being viewed as a chore by pupils - she is aware of volunteers in the local area who are keen to come into school to listen to pupils read.

HT explained that the problem is with the DBS checks taking a long time to be processed by the LA – the SBM frequently chases up the LA to get the DBS checks completed.

e) Contextual Information

- Pupil numbers are currently at 197 which is higher by 5 pupils compared to the same time last year
- The Nursery numbers for September 2023 has 23 on the list with 18 confirmed so far to date with 2 meetings having taken place for Nursery and Reception parents
- For the Reception class – there are 25 pupils currently on the list.

Governor C asked – based on current enrolments, do we have a prediction of enrolments for September 2023 and are the numbers looking okay – HT explained that the Nursery and Reception pupil numbers are looking positive, and it is hoped that rising 3's will be applying to the school during the year.

Governor C asked about the dip in the Year 5 and Year 6 attendance figures which seems on average lower than others – HT explained that there were a number of reasons for this – 8 pupils are under 90% attendance – due to absences during the Eid festival; Year 6 pupils have been attending secondary schools with 5 pupils having less than 90% due to school visits/Eid and medical appointments; one Year 5 pupil is



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still on roll but has been on unauthorised leave since May half term; a year 5 pupil has moved school but has been kept on roll until the paperwork comes through.

HT added that Nursery and Reception pupils' attendance is lower – which is a national trend across schools.

GV left the meeting at 6.20pm and PS attended the meeting at this time.

Governor C asked about the KCSIE summary updates for 2023 – create safe staff culture to enable discussions of safeguarding matters – would have thought Christchurch already had this in place and would now be focussing on continuing to nurture – HT confirmed the school are doing what is needed under KCSIE – but it is the standard wording of the document that is being announced to all schools.

Governor C asked about the After School Club attendance figures which look unviable moving forward and whether a decision will need to be made sooner rather than later- HT explained that SLT will need to look at whether the school can afford to do this club moving forward – this will include looking at options for school staff perhaps doing a club until 4.30pm instead of the current ASC finishing time of 6pm.

HT added that the school currently has an inhouse after school club which finishes at 4.30pm but is free to pupils and is well attended. He will need to look at the timescales and staff availability to ascertain if it would be a viable option to run an after-school club in house at a future time.

Governor A added that if schools need to offer wrap around care – may need to look again at the options – HT explained that by 2025- schools have to offer wrap around care but it can be provided by another school and not necessarily on our school site.

HT added that he will inform parents that they will be able to sign up for the After-school club until Christmas pending a review.

Governor E asked if the loss being shown for the After-school club is shown in the latest budget figures – this was confirmed as being the position by HT.

HT agreed to bring further updates on the After School Clubs to the GB meeting in the Autumn Term.

Action HT HT

f) SEF/SAP (including subject leaders' priorities)

HT asked if governors had any questions on the updated SAP recently circulated.

Governor A asked if the foundation subjects are included – which was confirmed as being the position by HT.

HT stated that SLT have been meeting the subject leaders and the action plans have now been finished and the priorities are now being set for the new academic year.

HT added that a big focus is on writing in each subject and across the curriculum and an appendix to the Action plan will show the subject leader priorities.



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	<p>HT added that the SAP next term will show a summary report for governors to see the progress and monitoring of the action plan priorities.</p> <p>g) PE and Sports Grant HT spoke about the PE and sports grant report for 2022/23 that had been circulated to governors prior to the meeting.</p> <p>Key points to note</p> <ul style="list-style-type: none">• School received £17,640 funding for 2022/23 for 143 pupils on roll• Funding has been used on external agencies to provide high quality after school sports activities and residential visits• Professional development opportunities in PE/Sport• Running/participating in sports competitions• Purchase of PE and playtime equipment• Providing cover to release teachers for professional development in PE/sport <p>Governor E asked if the school has the predicted budget for 2023/24 – HT explained that the Sports funding has not been shared with schools as yet.</p> <p>Governors suggested that the figures for the 2022/23 PE and Sports Premium funding be reviewed in further detail at the F&R meeting next term.</p> <p style="text-align: right;">Action clerk to note for agenda</p> <p>h) Term dates 2023/24 and 2024/25 Governors had no questions on the term dates for 2023/24 and 2024/25 and unanimously approved them.</p>	Clerk	
4.	<p>Committee reports</p> <p>a) Finance and Resources meeting held on 11th May 2023 LD summarised the main topics/key discussions from the meeting as follows;</p> <ul style="list-style-type: none">• The budget plans for 2023/24 were shared with governors prior to the meeting and a number of questions were raised by governors prior to the meeting• The draft budgets for 2024/25 and 2025/26 were also shared with governors but the focus was on approving the budget for 2023/24 at this stage• The main issue that was raised and discussed by governors was the exceptionally high percentage increase for Gas and Electricity which seemed much higher than the utility providers are currently predicting across the country.• The HT provided further information on the Laser Contract (for Gas and Electricity) which identified that the school was tied into the current contract until September 2024• GB Governors were happy to approve the 2023/24 budget following the Special GB meeting held on 18 May – once further information on the Laser contract had been provided to all.		



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- The 2023/24 budget has an in-year deficit of £107k and by utilizing the 2022/23 surplus figure of £237k would give a reduced surplus figure of £130k as at 31 March 2024
- The draft 2024/25 budget currently shows an in-year deficit of £178k and would then result in an overall deficit position of £47k as at 31 March 2025
- The plan going forward is to re look at the budget figures in 2023/24 to aim to bring down the in-year deficit position

The Chair added that the school were lucky to receive more income during the year for 2022/23 but as this is currently not guaranteed income for 2023/24 it cannot be included at this time. Hopefully the budget will see a healthier position at the end of the year if more income is identified as being guaranteed.

b) Christian Ethos Group

The Chair informed governors that a meeting took place prior to the SIAMS inspection This was a preparation meeting for the SIAMS inspection and focussed on the main priorities to cover for the Inspection Day that took place on 16th May 2023.

MC added that the Christian Ethos Group did meet in the Autumn and Spring term, and this is linked with 2 learning walks that took place during the year.

c) Admissions Committee

The Chair stated that the Admissions Committee took place on 23rd February 2023 and was attended by herself, MC, SBM and HT.

A review of the pupils applying for Reception class from September 2023 against the criteria found that one pupil was placed in the incorrect category (for a child whose family worships in the parish) and this was quickly amended by the school.

As Chair of the GB, AS signed the admissions letter confirming that the review of the criteria and pupil's applications had been correctly followed by the Admissions committee on 23rd February 2023.

5. Governance/Chairs update

a) Governors Strategic Plan priorities 2022/23 – and action plan updates

The Chair informed governors that the latest RAG rated version of the Strategic Plan has been uploaded onto Governor Hub.

MC thanked AS for all her hard work on producing and monitoring the Governors Strategic Plan and believes that the Governing Board has achieved a great deal in the past 12 months in challenging circumstances.

MC suggested a few additions to pages 6-8 of the Strategic Plan as follows;

- Governors can all articulate the vision, it is on our agenda, and we were part of its development



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- The practical role governors have taken in raising the profile – for example use of social media; leaflets being circulated to local libraries and estate agents etc. and the work by AS and LD for the Queens Park Day
- The Safeguarding audit that is undertaken by AS is very detailed and safeguarding is a constant agenda item that is discussed not just noted
- Key Governors have attended SEN and Disadvantaged pupil’s governor training and governors regularly ask good questions at meetings

MC added that governors actively ask questions about governance and school matters both at meetings and outside of the meetings and governors should be proud of actively and effectively carrying out this key role as part of Governing Board roles and responsibilities.

The Chair added that she is pleased to report to governors that a large proportion of the action points have been achieved but it is important that all governors know the school and the types of questions that could be asked by Ofsted when the school has an Ofsted Inspection.

AS agreed to prepare the key characteristics for Christchurch on a summary sheet that Governors may find useful.

Action AS

AS

The Chair asked that Governors look at the Governors Strategic Plan so that the action plan priorities can be reviewed again by Governors at the September GB meeting.

Action All Governors

All Govs

AS spoke about the school play performance that took place yesterday and how supportive all the pupils were when one pupil forgot their lines – it was wonderful to see such support that the pupils gave each other and the pupil who forgot their lines regained their confidence from their peer’s support during the performance – it was a pleasure to watch the performance by the pupils who all worked incredibly hard.

b) Governor recruitment

HT was pleased to inform governors that he has advertised the parent governor vacancy and has had 4 parents submit applications.

He has asked the 4 parents to do a statement for their application and a photo so that the election process can take place next week.

The Chair informed governors that as well as the parent governor vacancy, there are 2 LDBS vacancies and 1 Deanery Synod vacancy – as Josephine has moved to South Korea and therefore submitted her resignation recently.

The Chair asked if the minutes could reflect a thank you to Josephine for all her support and attending the last meeting on Zoom soon after having her baby.

The Chair added that she has been busy following up with the LDBS on potential candidates for the 3 vacant governor roles (2 x LDBS and 1x Deanery) – but the LDBS requires their candidates to follow the Christian faith and unfortunately, they do not



<p>have any potential applicants on their waiting list at the moment. The Deanery usually accepts nominations put forward by the Board after relevant checking.</p>		
<p>AS and HT have met with Ian today prior to the GB meeting and gave him an introduction to the school and Governing Board responsibilities etc - governors will have an opportunity to vote on Ian's application to become a Deanery Synod foundation governor at the end of the meeting.</p>		
<p>AS added that she has another application for the other LDBS governor role and both herself and HT have spoken to Davina Suri who is keen to take up the vacant post. Davina has submitted her application to the LDBS, and it is anticipated that she will be eligible to join the Governing Board in September 2023.</p>		
<p>c) Governor Training and link visits AS spoke about the LA Governors conference that was held on 28 June which was very informative. She will put the PowerPoint slides from the conference onto Governor Hub.</p>		
<p>AS stated that the key points from the conference can be looked in more detail at the GB meeting in September. Action AS</p>	<p>AS</p>	
<p>AS reminded all governors to undertake the Prevent training for Governors – HT will check with SBM those governors that are still to complete this training. Action HT</p>	<p>HT</p>	
<p>IW asked if primary schools are required to complete the Prevent training programme – HT explained that all schools, primary and secondary, are expected to do this training – all staff and governors.</p>		
<p>d) Governors Maintenance Fund -updates The Chair stated that the Governors Maintenance Fund has been more successful this year and the new bank account has been set up with 3 signatories – AS, JK and LD.</p>		
<p>The Chair explained that this maintenance fund is for the contributions from parents to help towards the costs of funding the 10% capital projects that are approved by the LDBS.</p>		
<p>LD confirmed that she has now produced the draft policy and will circulate to AS and JK for review.</p>		
<p>LD asked if the SBM could arrange for her to have access to the online banking system for the maintenance fund bank account by providing the bank account and sort code. Action HT</p>	<p>HT</p>	
<p>Governors agreed that the SBM could open the bank statements for the Governors Maintenance fund and to circulate the details to all 3 signatories. Action HT</p>	<p>HT</p>	
<p>e) Governor's overview of wellbeing HT stated that wellbeing of staff is regularly monitored by SLT and through CPD sessions.</p>		



	<p>HT suggested that a staff survey could be conducted in the Autumn term which will be shared with Governors.</p>	<p style="text-align: right;">Action HT</p>	<p style="text-align: right;">HT</p>
<p>6.</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>HT stated that as there had been a large number of policies for review at this GB meeting – the policies had been shared for review by 3 groups of governors and any comments by the Governors reviewing each policy have been included in the final version of each policy which have been uploaded onto Governor Hub.</p> <p>The following 4 polices were reviewed by AS and JK</p> <p>a) Managing sickness absence</p> <p>Question raised – although policy seems fine and is an LDBS policy – Paragraph 5.1 -refers to the school’s local procedures for reporting. Where are they published and in what form are they communicated to staff – HT explained that all staff know and are reminded of the procedure to phone HT mobile before 7am if they are going to be absent on that day.</p> <p>Question raised – regarding proof of appointments – appointments do not tend to have an appointment card issued – especially for those medical appointments that are booked online – would a screenshot of an appointment booked, or a confirmation email be acceptable – HT confirmed that a screenshot of the appointment is accepted.</p> <p>Question raised – do the return-to-work conversations always take place and are they always documented – HT explained that if a member of staff is off work for 1 day, he does not conduct a return-to-work interview – if it is for an extended period – he will do a return-to-work interview that is minuted.</p> <p>Question raised – in which policy is special leave on compassionate grounds dealt with – HT explained that this is covered in the Special Leve of Absence Policy.</p> <p>b) Managing Change – policy and procedures</p> <p>c) Spirituality Policy</p> <p>Question raised – under Teaching and Learning (Bullet point 6) – in italics it says that outdoor spaces are under development to be completed in school year 2020-21 – which needs updating – HT confirmed he will update this paragraph.</p> <p>Question raised – does every class have a prayer/reflection corner – HT explained that all classes do have a reflection corner – this is used at prayer times and during class worship on Thursdays.</p>		



d) Search and Confiscate Policy

Question raised – do we need to add vapes, and weapons such as hammers, screwdrivers etc -HT explained that the list is not exhaustive but will add vapes.

Governors had no further questions on the above policies and unanimously approved them.

The following 4 policies were reviewed by MC and LD

e) Freedom of Information

Question raised – although policy seems fine – the school values page seems to be missing from this policy – HT agreed to add the school values page.

f) GDPR/Data Protection Policy

Question raised – where is the ICO certificate displayed – HT explained that the ICO certificate is located in the SBM office.

Question raised – are there signs to say the school has CCTV installed – HT explained that the CCTV signs have been ordered.

g) EYFS policy

Question raised – the reference to Oral health seems a little random – HT explained that there is a big drive for EYFS pupils to brush their teeth regularly as part of wellbeing.

h) Remote Learning Policy

Question raised – marked absent if pupil is remote learning seems strange – is there not a third option – HT explained that there is a specific code on the register to record home learning.

Question raised – the policy still reads like it is covering the home learning process for a pandemic – but will there be occasions when there will be one or two pupils who need to do home learning – HT explained that the remote learning policy is still in place if there was a complete close down but for day to day remote learning for a few pupils – they would use the Oak National Academy programme – these are recorded programmes rather than having a teacher conducting the lessons.

Question raised – would/could this policy be used for those pupils who are excluded – are there implications if that is the case – HT explained that for one or two day suspensions, no – these children would be expected to complete reading and number work tasks, as per home-learning practices. But for longer suspensions, children would be set work online using Oak National Academy or similar.

Governors had no further questions on the above policies and unanimously approved them.

The following 4 policies were reviewed by RM, SA and EY



	<p>i) First Aid Policy Question raised – should parents be informed on the first day that first aid is given – HT has now updated this statement in the policy.</p> <p>Question – Section 7 states having a minimum trained First Aiders to meet statutory requirements – the school aims to have 50% of staff trained. All staff this year have received first aid training.</p> <p>j) PSHE Policy k) Statement of Behaviour Principles l) School Uniform Policy</p> <p>Question raised – whether jewellery will be allowed for religious reasons – HT explained that this can be worn under clothing for safety reasons.</p> <p>Question raised – if head coverings are also allowed for religious reasons – HT explained that head coverings will be allowed in school colours.</p> <p>Governors had no further questions on the above policies and unanimously approved them.</p> <p>m) Policies approved at T&L and F&R committee meetings this term – see Agenda Appendix There were no policies presented to the F&R and T&L committees this term.</p>		
7.	<p>Matters arising from the minutes of GB meeting held on 23rd March 2023</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> <p>a) The Chair will follow up on the learning walks next term – which will include questions on the priorities in the school action plan Action All Govs</p> <p>b) AS stated that the Science curriculum will also be covered in the learning walks that are undertaken next term. She will arrange suitable dates with GV. Action AS</p> <p>c) JK is still to send through his H&S walk report from last term. Action JK</p> <p>d) Governors were reminded to complete the Prevent training – this will be followed up again at the start of the Autumn Term. HT agreed to re-send the online training link to all governors. Action HT/ All governors</p>	<p>All Govs</p> <p>AS</p> <p>JK</p> <p>HT/ All Govs</p>	



8. Dates and times of next meetings

Governors had a discussion on whether they wanted to keep with the format of having GB meetings and service committee meetings during the year or to trial the format of just having GB meetings – but having them more frequent during the year.

The discussions covered the following points raised by governors;

- The majority of the information/reports/documents/data discussed at T&L and F&R meetings during the term are duplicated again at the GB meetings
- There are 4 new vacant governor posts being filled over the next few months – so if the GB are looking to change the meeting format – it would be a good time to make this change now at the start of the new governor's term of office
- A schedule could be prepared for each GB meeting – which would take place at least twice a term – and the key priorities for each meeting can be noted on the meeting schedule to ensure that no major documents/decisions/approvals are not overlooked (for example, SFVS approval, budget approval and review of the data reports at certain times during the year)
- The policies can be given to a group of governors to review (which was piloted for this GB meeting – and seemed to work well)
- By having all governors being involved in looking at data reports (from T&L) and finance reports (from F&R) would give a deeper understanding of all the areas of Governance and the working of the school rather than having specialised committees
- Rather than having presentations by AHT on the data reports at each meeting – a suggestion was made that the AHT write the termly reports and share with link governors prior to an arranged link governor visit.
- The link governor reviewing the AHT report can then give feedback on their visit at the next GB meeting
- The data reports can still be shared each term with governors to give the key headline information
- Governors recommended that documents are placed on Governor Hub at least 7 days before the GB meeting – so that Governors have time to fully digest the documents and to prepare any questions/comments

Governors agreed that the best option would be to trial the GB meetings only for the first term of the new academic year (from September to December 2023) to see if following this format is a better use of governor's time and enables the governance roles and responsibilities to be fully covered within these new meeting structure.



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Governing Board meeting held on Thursday 13th July 2023, at 5.00pm in school

	<p>AS stated that she will look at the current Terms of Reference for the GB and service committee meetings to see how they can be tailored to meet the format for just having GB meetings.</p> <p style="text-align: right;">Action AS</p> <p>The following Dates were arranged for the meetings in the Autumn Term</p> <p>Governing Board meeting – Thursday 28th September 2023 at 5.30pm Governing Board meeting – Thursday 2nd November 2023 at 5.30pm Governing Board meeting – Thursday 7th December 2023 at 5.30pm</p>	<p>AS</p>	
<p>9.</p>	<p>AOB</p> <p>a) Clerking Arrangements from 1st September 2023 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 2023 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) Notification – Debt Recovery Policy – for September 2023 HT explained that the SBM is currently updating the Debt Recovery Policy, and this will be brought to the GB meeting in September 2023 for review/approval.</p> <p style="text-align: right;">Action HT/clerk to note</p> <p>c) LA scheme for Financing schools and LA Financial Regulations for 2023/24 HT spoke to governors about the LA scheme for Financing Schools and the LA Financial Regulations for 2023/24 which were approved by the schools Forum on 21 February 2023.</p> <p>Governors noted that these documents have been updated by the LA and will use as the latest documents for Governing Board matters.</p> <p>d) Other matters HT informed governors that the DfE have now improved the pay award offer for Teachers – which is an offer of 6.5% - of which 3% will be funded by the DfE and 3.5% by the school – the union advice is to accept this offer – but members will be balloted in the coming weeks.</p> <p>Ian Woolgar was thanked for attending the meeting and AS will contact him after the meeting to let him know the outcome of the governors vote which will be taken once he leaves the meeting.</p> <p>Ian left the meeting at 7.50pm</p>	<p>HT/ Clerk</p>	



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
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	<p>Governors were asked to vote on putting Ian forward for the vacant position for the Deanery Synod foundation governor role.</p> <p>AS proposed that Ian is put forward as the Deanery Synod Governor and Governors unanimously approved that Ian Woolgar be offered the position of the Deanery Synod foundation governor for Christchurch Primary school.</p> <p>AS agreed to inform Ian of the governor's decision to put him forward as the Deanery Synod foundation Governor and she will also inform the Deanery of this decision. Action AS</p> <p>EY was thanked for her contribution to the GB meeting as staff governor and left the meeting at 7.55pm</p>	<p>AS</p>	
	<p>The public meeting closed at 7.55pm</p>		
<p>10.</p>	<p>Confidential matters</p> <ul style="list-style-type: none"> a) Confidential minutes of the GB meeting held on 23rd March 2023 b) Confidential minutes of the Special GB meeting held on 20th April 2023 c) Any other confidential matters d) Complaints – note those completed <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 13th July 2023 at 5.00pm in school.

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

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School