



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Governing Board meeting held on Thursday 6 February 2025, at 5.30pm in school

Name	Initials	Attendance 11/07/24	Attendance 26/09/24	Attendance 07/11/2024	Attendance 05/12/24	Attendance 06/02/2025
<b>Governors</b>		In school	via Zoom	In school	In school	In school
<b>Headteacher (1)</b>						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
<b>Foundation ex officio (1)</b>						
Mother Christine Cargill	MC	Present	Present	Present	Part of mtg	Resigned
<b>Foundation PCC (2)</b>						
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Tonye Oji	TO	via Zoom	Present	via Zoom	Apologies	Present
<b>Foundation Deanery Synod (2)</b>						
Lesley Daisley	LD	Present	Present	via Zoom	Present	via Zoom
Ian Woolgar	IW	Apologies	Present	Present	Present	Present
<b>Foundation LDBS (2)</b>						
Davina Marie	DM	Present	Present	via Zoom	Present	via Zoom
<b>1 Vacant post</b>						
<b>LA (1)</b>						
Rohin Murari	RM	No	Present	via Zoom	Apologies	Apologies
<b>Elected parents (2)</b>						
Tara Stroud	TS	No	Present	Present	via Zoom	via Zoom
Alexandra Sandor	AL	No	Present	No	No	Present
<b>Elected staff (1)</b>						
Eman Yaseen	EY	via Zoom	Present	Present	via Zoom	via Zoom
<b>Associate members (3)</b>						
<b>Observer/advisers</b>						
Jacqui Carrington	SBM	N/A	N/A	Present	N/A	Present
Parita Shah	PS	N/A	N/A	N/A	Part of mtg	N/A
Jasmine Jude	JJ	N/A	N/A	N/A	N/A	N/A
Wendy Baverstock	WB	N/A	N/A	N/A	Part of mtg	N/A
<b>Clerk</b>						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item		Who	When
<b>1.</b>	<p><b>Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The Chair (AS) welcomed everyone to the GB meeting and stated that apologies had been received from Rohin Murari (RM), which was accepted by Governors attending the meeting.</p> <p>Eman Yaseen (EY), Tara Stroud (TS), Davina Marie (DM), and Lesley Daisley (LD) were attending the meeting via Zoom.</p> <p>The GB Chair opened the meeting with a prayer.</p>		



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<p><b>2a.</b></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>The Chair reminded governors that any matters discussed under the confidential section of this meeting must remain confidential at all times.</p>		
<p><b>2b.</b></p>	<p><b>Governing Board Membership and Attendance record for all meetings to date</b></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 reminded governors that it is important that their contact details are up to date for the membership spreadsheet and also the SCR maintained by the school.</p> <p style="text-align: right;"><b>Action – All Governors</b></p> <p>The Chair informed governors that the vacant LDBS Foundation Governor post remains unfilled, although there has been a small interest from the recent advertisement, and she will continue to follow up on this vacancy in future months. The Chair added that following Mother Chrstine’s resignation from the Ex Officio clergy role on the Governing Board, it seems likely that this position will only be filled once the incumbent priest is appointed for the St Anne’s parish – she is hopeful this may take place in the summer.</p>	<p><b>All Govs</b></p>	
<p><b>2c.</b></p>	<p><b>Minutes of GB meeting held on 5<sup>th</sup> December 2024</b></p> <p>The minutes of the GB meeting held on 5<sup>th</sup> December 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><b>3</b></p>	<p><b>Headteachers report (Finance focus)</b></p> <p><b>a) Contextual Information</b></p> <p>The HT asked Governors if they had any questions on the contextual information report that had been circulated prior to the meeting.</p> <p>HT informed governors that there are currently 161 pupils on roll as there have been a few families moving out of the area in recent weeks – the reasons being due to families not being able to afford housing accommodation in the local area. The families that have recently left have moved to Essex and Hampstead.</p> <p>HT has received interest from a family looking at a place for the Nursery class.</p>		



HT was pleased to inform governors that the attendance figures have started to improve in the last few weeks as the tummy bugs and general sickness incidences have started to decrease.

The previous few weeks has seen the average school percentage figure reach 96%, which is shown on the attendance chart with an increase in highlighted green/gold areas.

HT informed governors that there has been a slight movement in the Child Protection (CP)/ Children in Need (CIN) cases – with one CP case being closed and one CIN case being re classified as CP.

HT added that there are still 3 CP cases, 4 CIN cases and 27 monitoring cases.

Governor A asked if the workload has increased for school staff – HT explained that there are a number of meetings held most weeks with some running consecutively on some days.

The Chair thanked HT for keeping the Governing Board updated on the contextual position of the school at this time. As there were no further questions by governors the Chair asked HT/SBM to move to the Finance focus for this GB meeting.

**b) Latest Budget update – Budget monitoring report for 31 December 2024**

SBM gave an overview of the key points to note from the 31 December 2024 budget monitoring report as follows;

- The total income figure has gone up by £139k – the increase included the £68k from the Parish Trust for the St Joseph’s unit to cover the start-up costs; £22k for the Core schools budget grant; £26k increase in funding for EHCP that have been submitted by the Inclusion Leader – the original budget had 5 pupils with EHCP’s but this has now increased to 9 pupils; Teachers Pension Grant of £9k and TPAG of £31k which fully funds the Teachers pay award of 5.5%. The original budget included 4.5% for the expected teachers’ pay award – so the 4.5% has been absorbed into the surplus position.
- For salary expenditure, this has decreased by £55k but this must be measured against the increase in supply costs – to cover a teacher vacancy and long term absence costs
- For Premises Expenditure, this has increased by £18k due to:
  - the purchase of new school signage for marketing/promoting the school and this has been reimbursed by the recent bid to the Parish Trust for £5k;
  - there have been increased callouts for the kitchen/server equipment which are £3k;
  - electrical work totaling £5k have also been included in the premises figures.
- For Supplies, Services and Transport expenditure, this has increased by £5k.



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- The latest report shows that the previous forecast of an in-year deficit has been eliminated and is now showing an in-year surplus of £34,947. This is a variance of £58,894 to the start of the year forecast and will give a predicted end of year surplus of £188,318 which will increase the carry forward position into 2025/26.

The Chair asked IW as the Finance link governor if he had any comments and questions, that he had asked SBM at their recent meeting.

IW informed governors that he had a productive meeting with SBM which helped him understand the acronyms that are used for finance reports and also the core funding that underpins the school budgets.

IW added that he now understands more about the core funding for schools and that the core income comes directly from pupil numbers and any additional sources of income are matched with corresponding expenditure.

IW added that the pupil numbers are very important to ensure that schools obtain their schools core funding.

IW spoke about a very interesting report recently published that outlined the pupil numbers for each London Borough which have been declining over the last 10 years. Some London Boroughs have seen an average reduction of 4.5% of pupil numbers whilst others have had a larger percentage decline.

IW added that the main factors for the drop in pupil numbers from 2011 until now has primarily been due to drop-in birth rate/rising housing costs in London and Brexit and the decline in pupil numbers is projected to continue for future years.

Governor P stated that perhaps the advancements in new technology for the younger generation may enable housing to be more affordable and lead to a rise in people moving into the London area.

The Chair asked IW to share the report link on the London Borough pupil numbers with Governors on Governor Hub. **Action IW**

**IW**

EY attended the meeting at 5.55pm via Zoom

The Chair added that the context of this report on pupil numbers can be analysed further at a future meeting of the Schools Sustainability working group.

The Chair added that at a GB Chairs meeting organised by Brent Council in the Summertime, Governors were given the news that the population in Brent has risen but this was due to the rise in single young men moving into the Borough.

The Chair asked if Governors had any further questions on the Budget monitoring report presented at this meeting?



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Governing Board meeting held on Thursday 6 February 2025, at 5.30pm in school

Governor E thanked SBM for a very informative report and comprehensive notes on the income/expenditure variances and she also found the new summary sheet very useful.

Governor E added that the improvement from an in year deficit position to an in year surplus is very promising and is looking good as the school moves further into the months for this financial year.

Governor P asked about the funding for social activities for parents and pupils like the upcoming Valentine's disco that has been organised for next week. The disco event would be a celebration for the pupils but asked if a small friendship present could be given to each child – SBM explained that the PSA organises this type of fund raising through events like the Christmas Fair, cake sales etc – the proceeds can then be spent on gifts if it has been agreed by the PTA members.

The Chair explained that the PTA has money in the PSA bank account and it would be best to check if some of it can be used on gifts for the pupils at the Valentine's disco.

HT suggested that parent governors could talk to the PSA members and Mr Holness (school representative) – as the committee together would make the decision – but reminded parent governors that Mr Holness is just the link from the school and is not part of the decision- making process for the PSA.

Governor M suggested that the 2 parent governors could have a meeting and then meet with the PSA to see what their plans and priorities are for the fund-raising events for the school for this year.

The Chair added that an important point has been raised by the parent governor and most schools have an established PSA who do fund raising for the school . Unfortunately the PSA at Christchurch was not fully operational over the last few years so the school has appointed Mr Holness as the school link to re-ignite it so that fund raising/social events could be re-established.

HT added that Mr Holness would be attending the PSA to ensure that any events or activities that are organised by them would be appropriate for the pupils and the school community.

Governor L spoke of her experiences with PSA's and usually the proposals for the fund-raising activities are determined at the beginning of the year and the types of activities that would take place. This would also include having input from parents as to what they could help with.

The Chair reminded Governors that the programme of activities for the PSA is not part of Governors strategic decision making processes and we should not to be involved in these. Governors would only raise their concerns if it was felt that any proposed activities were not appropriate for the school.



The Chair agreed to meet with the 2 parent Governors to discuss the roles and responsibilities of the PSA and how a good PSA can be effective in a primary school like Christchurch. However, the Parent governors do need to be careful that their involvement does not conflict with their governance role.

There were no further questions from Governors on the budget/finances and thanked the SBM for all her hard work and for producing very comprehensive finance reports that are also easy to understand.

**c) Benchmarking Exercise**

SBM informed governors that herself and HT had looked at the benchmarking website and produced reports to highlight the key priorities for the school.

The benchmarking reports were produced from filtering the key characteristics for Christ Church school and populating them with primary schools that had similar characteristics with Christ Church so that comparisons could then be made.

The benchmarking reports identified the following expenditure areas that were priorities for the school;

- Non-education support staff costs
- Admin supplies
- Premises costs

SBM added that she went through the benchmarking reports to see how the expenditure within these 3 key areas could be reduced – which could include looking at the restructure options when any vacancies appear.

Governor K asked if there is a way that the school can identify a school through the benchmarking exercise where they are making better use of its staffing costs and can then contact them for my information.

SBM that there is a network for Brent schools, so SBM's can contact each other to find out more information – but some of the schools that were included in the benchmarking reports with similar characteristics to Christ Church were outside of London.

The Chair asked if the benchmarking reports can be shared with Governors so that the School Sustainability group can also use these benchmarking reports to look at the longer-term aspects for staffing and budgeting.

HT added that the analysis of the non-educational support staff would include looking at costs to justify where the current spending is taking place – for example the Brent Music Service currently costs £12k for the whole school and if this was still a high expense – the school would need to examine how the music service could be delivered as pupils thrive on the music provision at Christ Church.



<p>SBM agreed to upload the benchmarking reports onto Governor Hub for Governors to review further.</p>	<p><b>Action SBM</b></p>	<p><b>SBM</b></p>
<p><b>d) Preparations to complete 2024/25 SFVS return</b></p>		
<p>SBM spoke to governors about the SFVS return needing to be completed by 31 March 2025 and asked for volunteers to help prepare the SFVS return for 2024/25.</p>		
<p>AS, IW, AL and TO volunteered to be on the SFVS group – SBM agreed to send them the previous year’s SFVS return (for 2023/24), and a meeting can be set for governors to go through the questions to complete the 2024/25 return.</p>	<p><b>SBM/AS IW/TO/ AL</b></p>	
<p><b>Action SBM/AS/IW/TO/AL</b></p>		
<p><b>e) Premises and H&amp;S updates</b></p>		
<p>DM informed governors that she will be doing a H&amp;S walk after the February half term week.</p>		
<p>HT added that there were no Premises or H&amp;S matters to share with governors at this time.</p>		
<p><b>f) Sickness Insurance options</b></p>		
<p>SBM informed governors that she is currently obtaining quotes from sickness absence providers and is preparing an analysis on what has been spent last year.</p>		
<p>SBM added that she will circulate the quotes and spend analysis at a future GB meeting.</p>	<p><b>Action SBM</b></p>	<p><b>SBM</b></p>
<p>Governor K added that the school would need to check if it was cost effective to pay into a sickness absence scheme as there are likely to be legislative changes with employment laws in the future.</p>		
<p><b>g) Parish Trust bids</b></p>		
<p>HT informed governors that he had recently made bids to the Parish Trust, LDBS and Willesden Consolidated Charities for support with the cost of the Sayers Croft residential trip for Year 6 pupils.</p>		
<p>HT added that so far to date, he has received £1,100 from the Parish Trust, £1,350 from the LDBs and £400 from the Willesden Consolidated Charities.</p>		
<p>HT added that the total of the grants received will be used to subsidise the residential trip and should hopefully reduce the total cost for each parent from £195 to around £100/£115.</p>		
<p>HT added that the new school signs and banners which were funded from a recent successful Parish Trust bid are up around the school premises.</p>		
<p>Governor A asked if there are any other Trust Bids in the pipeline – HT stated he is working on more bids that he will bring to a future GB meeting.</p>		



	<p><b>h) Support Staff Pay award</b></p> <p>HT stated that the 2024 pay award has been finalised for support staff which will be backdated to 1<sup>st</sup> April 2024 for support staff.</p> <p>HT explained that on average most support staff will receive an amount of £1,575 which is not being funded by the DfE like the teachers' pay award but this amount had already been budgeted in this year's forecast figures.</p>		
4.	<p><b>Governance/Chairs update/ Skills Audit feedback</b></p> <p><b>a) Governors' Strategic Plan priorities and forward planning for 2024/25</b></p> <p>The Chair stated that the Governors Strategic Plan has been updated but she has over the last few days made further updates to the Strategic Plan following the results submitted by Governors for the Skills Audit Questionnaires.</p> <p>The Chair added that the Skills Audit analysis shows that there were 2 areas that were below a combined score of Level 3 score- which were;</p> <ul style="list-style-type: none"><li>• <b>Question 2 – I am/ have been the Chair of a Board or Committee</b></li><li>• <b>Question 4 – I know what the school's strategic priorities are.</b></li></ul> <p>The Chair added that the latest changes for the Governors Strategic Plan has strengthened the section for outlining the Governors priorities and how this links with the school's action plan and how governors monitor the school priorities through the GB meetings, link visits to school etc</p> <p>The Chair added that the responses by Governors on the Skills Audit Questionnaires are anonymous and that perhaps not enough time is spent on looking at the school's strategic priorities during GB meetings/Governor training sessions etc for newer governors.</p> <p>The Chair asked the HT to remind governors of the 5 key priorities for the short term.</p> <p>HT showed governors the key priorities that are highlighted on the school's website as follows;</p> <ol style="list-style-type: none"><li>1) The Quality of Education – review and revise the curriculum in writing in order to raise standards in the Quality of Teaching and Learning</li><li>2) Behaviour and Attitudes – support improvement in attendance using home visits for those with increasing absence levels, especially the more vulnerable children</li><li>3) Personal Development – raise awareness of Mental Health around the school</li><li>4) Early Years Education – develop the use and effectiveness of outdoor learning spaces</li></ol>		



5) Leadership and Management – ensure high quality teaching and learning in the 3 new provisions

The Chair added that it is important that Governors are aware of the school's key strategic priorities and she has Included these in the Strategic Plan.

The Chair added that the Governors Strategic plan also includes a summary of what governor's strategic priorities are together with the vision and values, culture of the school, curriculum priorities, safeguarding duties etc. The Chair stated that the strategic plan also outlines the longer-term plans – which will be useful to look at in connection with the Schools Sustainability working group.

The Chair asked all governors to look through the updated Governors Strategic plan and to inform her of any amendments/ additions that may be needed.

**Action All Governors All Gobs**

The Chair reminded all governors that the Governors Strategic plan is meant to show governors what the schools' priorities and how these are then monitored through the Governor's action plan.

The Chair added that now that the Governing Board has a meeting structure which has just GB meetings and no sub committees – to gain Chairing experience – Governors are welcome to volunteer to Chair a meeting during the year to gain experience for Charing committees.

EY left the meeting at 6.35pm

**b) Feedback from School Sustainability working group**

The Chair informed governors that the working group (consisting of AS/HT and IW) met recently and discussions focussed on how the income for the school could be improved which could only really happen by filling the vacant places on the school roll.

IW added that the working group noted that the current parents think very highly of the school and their children are happy and learning well at the school but how can the school reach out to potential parents in the local area who are looking for a primary school place for their child or may be looking to move from their existing primary school ?

IW added that the working group discussed how the school could identify all the potential customers (parents) that are outside of the school and what strategies the school could perhaps put in place to target potential parents to apply for school places at Christchurch.

IW added that an option could be to contact a professional researcher to see if they could identify strategies that the school could put in place to ensure that the school is effectively marketing itself and be in the forefront when any parents are looking for a school place in the Christchurch area.



Governors had further discussions on how the school could look to attract new pupils to the school and the following comments were raised;

- It is a good idea to look at the marketing and development of the school and perhaps the current parents could share their views on a podcast, or YouTube channel
- The current parents can speak about how their children are happy at the school and speak about the qualities of the school
- The pupils are good ambassadors for the school and their view would be important to raise the profile of the school
- How best to target the market for people who are not customers of the school and to find out what they think of the school
- Although the idea of research seems a good one – the key consideration should be on how the school can improve the pupil numbers for the school – this could include celebrating the Ofsted inspection success and how this can be put out there for future parents to be aware of how good the school is and its caring/happy environment for all.
- The celebrations of not only the Ofsted Inspection successes but also the other amazing things that are happening within the school need to be showcased in some way to attract potential parents
- Perhaps local nurseries can be contacted – and any marketing initiatives need to be put in place next term – so that parents are aware of Christchurch school and all that can be offered to their children if they chose the school for their child’s education.
- Perhaps the Parish Trust could support the school in taking this forward – as the staff are very busy and do not have the capacity to become involved in research/marketing activities
- Governors were also asked to help where they can with the tasks that would need to be done and not just in attending meetings to discuss the long-term strategic direction of the schools sustainability options
- The Queen’s Park Day could perhaps be another avenue the Governing Board could apply to have a stall to promote the school in the local community- LD offered to complete the application form on behalf of the school
- The cottage within the school grounds is currently an under-used space – this could be a future project for the Parish Trust bid which could generate extra income if the spaces were used for external lettings.

**Action LD**

**LD**

Governors were thanked for their input and suggestions at this meeting for raising the profile of the school and the marketing of the school – and these will be discussed further at the next School Sustainability working group meeting.

**c) Training undertaken by Governors this term**

HT informed governors that he has passed the Executive Leadership qualification and has recently attended a meeting at the LDBS on partnership working – he will



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
 Governing Board meeting held on Thursday 6 February 2025, at 5.30pm in school

	<p>work with SLT to prepare itself for any future partnership opportunities that may arise.          LD and IW have completed the Prevent online training course this term.          TS, AL, TO, DM and IW confirmed that they have completed the induction courses for new governors since they joined the Governing Board.</p> <p><b>d) Governors Maintenance Fund</b>          The Chair informed governors that the protocols and policy documents are still being finalised and should be ready to share with Governors at a future GB meeting.  <b>Action AS/LD</b></p> <p><b>e) Link Governor roles</b>          The Chair spoke to governors about the vacant link governor positions that have arisen since Mother Christine resigned from the Governing Board.</p> <p>The Chair added that the full list of Link Governor roles can be reviewed at a future meeting but the vacant position of SEND Governor is a key role that should be filled as soon as the Governing Board is able to.</p> <p>The Chair added that part of the duties for the SEND link governor role will include meeting with the Inclusion Leader (Wendy) at least twice a year which could be combined with another learning walk.</p> <p>LD stated that she has undertaken the SEND governor training and was happy to take on the SEND link governor role.</p> <p>The Chair thanked LD for taking on this important link governor role and suggested that the other link governor roles at looked at again at the March GB meeting.  <b>Action Chair/Clerk to note for agenda</b></p>	<p><b>AS/LD</b></p> <p><b>AS/Clerk</b></p>	
<p><b>5.</b></p>	<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><b>a) Admissions Criteria – Nursery &amp; School 2026-2027</b></li> <li><b>b) Complaints Policy &amp; Procedures</b></li> <li><b>c) Disciplinary Policy &amp; Procedures</b></li> <li><b>d) Gifts &amp; Hospitality Policy</b></li> <li><b>e) Governors Allowances Policy</b></li> <li><b>f) Lettings Policy</b></li> <li><b>g) Managing Unsatisfactory Performance &amp; Capabilities Procedures</b></li> <li><b>h) Premises Management Policy</b></li> <li><b>i) Risk Management Policy &amp; Risk Register</b></li> </ul>		



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Governing Board meeting held on Thursday 6 February 2025, at 5.30pm in school

	<p>The Chair thanked HT for producing the tracker sheet which is very useful and highlights the updates that have been made to the policies since they were last reviewed/approved by Governors.</p> <p>Governor P asked a general comment on the why photos are not allowed at school events/assemblies etc – HT explained that this is a safeguarding issue, and pictures cannot be taken without all parents consenting and this is covered in the safeguarding policy which is not listed for review/approval at this meeting.</p> <p>Governors had no questions on the above policies and unanimously approved them.</p>		
<p>6.</p>	<p><b>Matters arising from GB meeting held on 5<sup>th</sup> December 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 explained that the pupil capacity for classes would be on average 22-25 pupils to make the class feasible</li> <li>b) The Chair has the results of the online surveys completed by Governors for planning future Governor training sessions and learning walks and will send the suggestions to governors at a later date. <b>Action AS</b></li> <li>c) Action point outstanding from previous GB meeting – HT is in the process of preparing a bid for a larger project for the Early Years area and will share with Governors at a future GB meeting. <b>Action HT</b></li> <li>d) The Chair stated that she has checked the Brent list of school places and Christchurch school does appear in the list of Brent schools on the google search engine – but is dependent on how the google search facility is used and may not always identify the faith schools. She will still look to write to the local MP to invite them to visit the school to showcase the school.</li> <li>e) The Chair stated that there are still some outstanding points to do for the Governors Maintenance fund – with one outstanding action for removing an ex-governor as a signatory for the bank account. <b>Action AS/SBM</b></li> <li>f) Action point from previous GB meeting – Governors suggested that a video could be produced to inform parents on the role of Governors and how the contributions for the maintenance fund are used to support the school maintenance projects etc. TS agreed to lead on the preparation work for this video. <b>Action TS</b></li> <li>g) Action point from a previous GB meeting – HT stated that new pupils have been appointed to the Pupil Parliament, and he has spoken to Jasmine about their views on what they would like to be included to enhance the outdoor play facilities if the school received additional funding this year. <b>Action HT</b></li> </ul>	<p>AS</p> <p>HT</p> <p>AS/SBM</p> <p>TS</p> <p>HT</p>	



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
 Governing Board meeting held on Thursday 6 February 2025, at 5.30pm in school

7.	<p><b>Dates and Times of the next meetings</b></p> <p>The Chair informed governors that she would be unable to attend the GB meeting that has been arranged on Thursday 27<sup>th</sup> March 2025 due to an opportunity that d she has been offered and which she would like to attend on the day of the GB meeting.</p> <p>The Chair asked whether governors would be happy to move the GB meeting to the previous Thursday (20<sup>th</sup> March) so that she could attend the event on 27<sup>th</sup> March.</p> <p>All governors in attendance were happy to move the GB meeting to Thursday 20<sup>th</sup> March at 5.30pm in school.</p> <p>The Chair agreed to put a note on Governor Hub to inform all Governors of the change of date for the next GB meeting to Thursday 20<sup>th</sup> March 2025 at 5.30pm.</p> <p style="text-align: right;"><b>Action AS</b></p>	AS	
8.	<p><b>AOB</b></p> <p><b>a) Resignation of GB clerk from 31 May 2025</b></p> <p>The Chair informed governors that she had received an email from Lynda in January tendering her resignation from her GB clerking role from 31<sup>st</sup> May 2025 due to her increased family commitments.</p> <p>The Chair added that she was very sorry to receive this news but understood the reasons for Lynda’s decision and she is looking at the options for appointing someone to the GB clerking role.</p> <p>The Chair added that she has informed the LA Governor services team of the GB clerking vacancy and has asked for a list of any suitable candidates.</p> <p>The Chair will bring further updates on the options for recruiting to this vacancy to the next GB meeting.</p> <p style="text-align: right;"><b>Action AS</b></p>	AS	
<b>The public meeting closed at 7.25pm</b>			
9.	<p><b>Confidential matters</b></p> <p>a) Confidential minutes of the GB meeting held on 5<sup>th</sup> December 2024</p> <p>b) Any other confidential matters</p> <p>c) Complaints – note those completed</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 6<sup>th</sup> February 2025 at 5.30pm in school

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

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Governing Board meeting held on Thursday 6 February 2025, at 5.30pm in school