



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Governing Board meeting held on Thursday 1<sup>st</sup> May 2025, at 5.30pm in school

Name	Initials	Attendance 07/11/2024	Attendance 05/12/24	Attendance 06/02/2025	Attendance 20/03/25	Attendance 01/05/25
<b>Governors</b>		In school	In school	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	Part of mtg	Resigned	Resigned	Resigned
<b>Foundation PCC (2)</b>						
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Tonye Oji	TO	via Zoom	Apologies	Present	Apologies	Present
<b>Foundation Deanery Synod (2)</b>						
Lesley Daisley	LD	via Zoom	Present	via Zoom	Via Zoom	Present
Ian Woolgar	IW	Present	Present	Present	Present	Present
<b>Foundation LDBS (2)</b>						
Davina Marie	DM	via Zoom	Present	via Zoom	Present	via Zoom
<b>1 Vacant post</b>						
<b>LA (1)</b>						
Rohin Murari	RM	via Zoom	Apologies	Apologies	Apologies	via Zoom
<b>Elected parents (2)</b>						
Tara Stroud	TS	Present	via Zoom	via Zoom	Via Zoom	via Zoom
Alexandra Sandor	AL	No	No	Present	Present	No
<b>Elected staff (1)</b>						
Eman Yaseen	EY	Present	via Zoom	via Zoom	Resigned	Resigned
<b>Associate members (3)</b>						
<b>Observer/advisers</b>						
Jacqui Carrington	SBM	Present	N/A	Present	N/A	Present
Parita Shah	PS	N/A	Part of mtg	N/A	Present	Present
Wendy Baverstock	WB	N/A	Part of mtg	N/A	N/A	N/A
<b>Clerk</b>						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item	Who	When
<p><b>1. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The Chair (AS) welcomed everyone to the GB meeting within school and welcomed Tara Stroud (TS), Davina Marie (DM), Rohin Murari (RM) and Parita Shah (PS) who were attending the meeting via Zoom.</p> <p>HT informed governors that Alexandra had an emergency incident today and her son was absent from school and this therefore may have led to her non-attendance at the GB meeting today.</p> <p>The GB Chair opened the meeting with a prayer.</p>		





The HT asked Governors if they had any questions on the contextual information report that had been circulated prior to the meeting.

HT informed governors that he has added the mobility figures as requested at a previous GB meeting.

The GB chair thanked the HT for producing the contextual report but reminded governors that the focus of the meeting is for the Finance/ budget review.

There were no questions raised on the contextual information report and the main focus for the GB meeting moved onto the year end and budget reports

RM attended the meeting at 5.45pm

#### **b) 2024/25 outturn position**

SBM outlined to governors the key points to note from the 2024/25 outturn figures;

- When the budget was first set for 2024/25, the projection was for an in-year deficit of £23,942 and when offset against the carry forward surplus of £153,370 would give a predicted end of year surplus of £129,429
- The Year-end figures show that the projected in-year deficit has changed into an in-year surplus of £59,238 which has resulted in an improved outturn surplus figure of £212,609
- There were variances within each of the main budget sections which led to the overall improvement in the final surplus position as follows;
- **Income** increased by £149k which includes the Parish Trust funding (shown under code 8121) which was used for the St Joseph's start-up costs/ improvements etc.; the core schools budget grant (code 8020) which fully funded the teachers' pay awards – the school had included 3.5% in the original budget but the Core grant fully funded the 4.5% pay award
- The projected SEN income at the start of the financial year was for 4 pupils with EHCP funding but this increased to 9 pupils during 2024/25. This increase in funding was due to the hard work and dedication by the Inclusion Leader to secure the much needed funding for pupils with specific special needs
- The Out-borough SEN funding also increased – which is for the 2 pupils who do live in Brent but are counted as being outside the Borough for the EHCP provision as their doctors are located in the Borough of Camden.

Governor E asked whether the extra £24k for EHCP funding was spent on extra provisions – HT explained that the funding was spent on staffing costs, training, sound proofing boards, furniture and equipment for the St Joseph's Unit.

- **Salaries-** the total expenditure figure for salaries increased by £35k which shows that the permanent teacher salaries have decreased which is due to 2 teachers leaving and long-term supply covering these teaching positions. The site supervisor has also been on long term absence – so a reduced



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expenditure position is shown for this permanent post but an increase in supply costs to cover this post by an agency worker

- There has also been long term supply cover for the admin post that has remained unfilled at the beginning of the year and has been covered by long term supply.
- There has also been an underspend on the SEN support staff (agency) budget as this has not been used for cover since the St Joseph's unit was set up as there was an additional SEN supply worker prior to setting up the St Joseph's unit
- **Premises** – the total expenditure figure for Premises has an overspend of £20k with most of this overspend relating to the work on the St Joseph's unit but this needs to be offset against the income received via the Parish Trust bid
- The gas and electricity figures have also increased more than the original budgets that were set

Governor E asked if the increase in the gas and electricity amounts is due to the increase in the usage or due to the increase in the unit costs – SBM will compare the costs/unit costs to determine the reason.

- **Supplies and Services** – the total expenditure figure has an overspend of £10k which includes an increase in expenditure of £6k for pupil meals and also an increase in photocopying costs and other miscellaneous increases in expenditure in other budget areas.

SBM added that although she regularly reminds staff to carefully monitor their photocopying requirements, the costs of copier paper and charges has also increased in recent years.

Governor A asked if the volunteers could help staff with their photocopying needs – SBM explained that the volunteer is in school for 2 days a week and their time is limited with what they can do for assisting staff with their photocopying needs.

SBM summarised that she was pleased to report to Governors that although there had been many challenges that arose during the year, the school was able to end the financial year with the extra savings of £83k which has turned an in year deficit of £23k into an in year surplus of £59k

Governors commended the SBM on the tremendous work she has done in managing the finances for another year and has resulted in the school having a significant surplus figure that will help manage the budget position for 2025/26 with the continuing worry of the falling pupil numbers.

HT informed governors that at a recent meeting with the LDBS advisor – she congratulated the school on achieving the surplus position that the school currently has and that a large number of schools have very low surplus balances with some showing deficit positions.



The GB chair thanked the SBM for her extraordinary work and commitment she has given to the school over the year and is aware of the late nights she has worked but reminded her of the need to ensure she looks after herself and her wellbeing.

SBM appreciates all the comments and kind words of support from governors but the finance functions within a school do have deadlines specific during the year, and she is extremely busy at the end of year and at budget preparation and thanked everyone for their support.

LD added that from her position as the former Chair of Finance, there seems to be a trend over the past few years that income cannot be entered in the original budget preparations as the income is not guaranteed but schools are then given the confirmation that income streams are available later in the year.

SBM gave an example of the PE/Sports grant which schools are asked to include 5/12ths and then are given the full figure later during the year.

SBM added that although the school has received an increase in the income, this must still be monitored carefully against the increasing costs for supply cover and other challenges schools face for rising expenditure costs etc.

PS gave her thanks to the amazing job the SBM has done in managing the schools finances and can concur that she manages a very tight rein on the finances and all staff appreciate the sterling work she has done on their behalf to keep the school in a surplus position during these very challenging times.

Governors had no further questions and unanimously approved the 2024/25 year-end figures.

#### **c) 2024/25 CFR return**

SBM informed governors that the schools finance team have approved the year end workbook and interim CFR report and were happy for the final CFR report to be produced and submitted to the DfE.

SBM explained that once the final CFR reports are submitted to the DfE, the data contained on each schools CFR report is used to produce the benchmarking reports which all schools can use and make comparisons with schools who have similar characteristics.

Governors had no questions on the CFR reports and thanked SBM for sharing this report with them.

#### **d) 2025/26, 2026/27 and 2027/28 draft budgets for review**

The SBM outlined to governors the key points to note from the 3-year budget spreadsheet that has been circulated to governors via Governor Hub as follows;



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- For 2025/26 – the cumulative surplus of £212,609 has been included and gives an in-year deficit position of £155,488 and a projected year end surplus of £57,121
- For 2025/26 the total income is £1,426.127 compared to the expected expenditure figure of £1,581,616 which gives rise to the in-year deficit position of £155,488
- The employee costs as a percentage of the income budget shows 91% for 2025/26 and rise to 98% for 2026/27 and 99% for 2027/28 which is unsustainable. The percentage for 2024/25 was 85% and the DfE benchmarking guide is between 80-85%
- The focus for the 3-year budget plans is to produce a balanced budget for 2025/26 – this has been possible by using the b/fwd. surplus of £212,609 but for the 2<sup>nd</sup> and 3<sup>rd</sup> year this is not possible at this stage
- The LA requires schools to submit a budget for 2025/26 which does not show a deficit year end position and will expect schools to then look at the 2<sup>nd</sup> and 3<sup>rd</sup> year during the year to identify income generation/ expenditure savings to bring about a balanced budget for these years.
- The income funding streams are not known for 2026/27 and future years so for the purpose of producing the 3-year budget plans – it has been assumed that the budget share income will continue at a similar figure for 2026/27 and 2027/28
- For the Early Years income figure – this has been adjusted for Years 2 and 3 of the budget plans based on the proposed school structure that HT will cover in the next agenda item
- The school currently has 9 pupils with EHCP, and these have remained the same for Years 2 and 3
- The 2025/26 budgets and future years have included the staffing proposals to be discussed under the next agenda item – proposed school structure for 2025/26

HT informed governors that the UFSM grant is also being reduced, with schools receiving 25% for this year and will then be expected to fund the provision of school meals for future years.

HT added that there will also be reductions in future years for the wrap- around care to be provided by schools, with the funding being 100% in the first year but reducing by 50% in the 2<sup>nd</sup> year falling to nil percent in the 3<sup>rd</sup> year.

Governor E asked if demand for the wrap around care will increase – HT assumes this will happen, but the school will probably need to introduce a nominal charge to parents when the funding falls to 50% and below.

Governors had no further comments on the draft budgets and thanked the SBM for all her hard work on preparing these budgets which enabled governors to review them at this GB meeting.



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	<p>HT suggested that governors send any comments/suggestions etc on these draft budgets to SBM by the deadline date of Thursday 15<sup>th</sup> May 2025 so that SBM can include any amendments in the draft version to be presented to the Special GB meeting on 22<sup>nd</sup> May 2025.</p> <p><b>e) Proposed school structure 2025/26</b>  <b>Please see confidential minutes for matters discussed under this agenda item.</b></p> <p><b>f) Parish Trust bids update</b>          HT informed governors that the school have obtained 2 quotes to enhance the playground area and are currently looking to get a 3<sup>rd</sup> quote which will then be presented to governors for review.</p> <p>The GB Chair suggested that the bid from the school for this project be submitted to the Trustees before the end of June as there may be some changes to the format for approving bids after that time.</p> <p>HT agreed to circulate the 3 quotes to governors as soon as they are complete so that the preferred company can be approved by Governors via email. <b>Action HT</b></p> <p><b>g) LDBS Capital Programme</b>          HT had no updates to share with Governors at this time.</p> <p><b>h) Contracts/quotes over HT delegated authority</b>          HT had no quotes/contracts requiring governor approval at this time.</p> <p><b>i) Long Term sickness schemes</b>          SBM has the quotes/analysis for the long term sickness schemes to share with governors and will upload them onto Governor Hub for governors to review.  <b>Action SBM</b></p>	<p>HT</p> <p>SBM</p>	
<p>4.</p>	<p><b>Governance/Chairs update</b></p> <p><b>a) Governors' Strategic Plan priorities/Learning walks/Link Governor roles</b>          The GB Chair informed Governors that the focus this term on the Strategic Plan has been on the school Sustainability Working Group and the most recent meeting held on 1<sup>st</sup> April 2025 looked at the proposed school structure presented by the HT. Under the Managing Change Policy, any proposed structure changes need to be reviewed/discussed by a subgroup of 3 Governors – so it was considered the best option that the School Sustainability group looked at these proposals on behalf of the Governing Board.</p> <p>The GB Chair added that although some visits have taken place this term, she has not yet updated the Strategic Plan but will RAG rate the document before the end of the academic year.</p>		



	<p><b>b) Governor Visits/learning walks</b></p> <p>The GB Chair stated that the school Sustainability sub group met this term (as has been mentioned previously for the school structure discussions that have been minuted earlier in this meeting).</p> <p>The GB Chair thanked LD for doing her SEND learning walk on 29 April and for completing her governor visits report so promptly and suggested that the update to governors be made at the next GB meeting with a T&amp;L focus (July 2025)</p> <p>LD stated that as part of her visit she had a very positive meeting with the Inclusion Leader and suggested that perhaps the GB agendas going forward could have a 10-minute presentation on the work of the St Joseph s Unit. The GB Chair said she would ensure this was on the agenda for the July meeting . <b>Action AS</b></p> <p><b>c) Training undertaken by Governors this term</b></p> <p>DM has undertaken the Fire Warden Training and also the Harassment in the workplace training this term.</p> <p>AS has undertaken an SEND learning walk with the other school where she is a Governor.</p> <p><b>d) Feedback from School Sustainability working Group</b></p> <p>This agenda item has been covered previously in the agenda under the discussions for the proposal for the school structure for 2025/26.</p> <p><b>e) Governors Maintenance Fund</b></p> <p>The GB Chair informed Governors that an update on this fund will be brought to the GB meeting in July. <b>Action AS</b></p>	AS	
5.	<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> <p><b>a) Freedom of Information Policy</b>  <b>b) GDPR/Data Protection Policy</b>  <b>c) Search and Confiscate Policy</b></p> <p>The HT informed governors that there had been just minor adjustments to the above policies since they were last presented to governors with the changes being listed under the policy tracker for this meeting.</p> <p>Governors had no questions on the above policies and unanimously approved them.</p>		
6.	<p><b>Matters arising from GB meeting held on 20<sup>th</sup> March 2025</b></p>		



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	<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) AS will undertake a safeguarding visit during SATS week – she usually attends to oversee the process and will also carry out the SCR check  <div style="text-align: right;"><b>Action AS</b></div></li> <li>b) DM will be doing a Governor visit on 25 June 2025 to look at the foundation curriculum  <div style="text-align: right;"><b>Action DM</b></div></li> <li>c) HT agreed to look into an email group for Governors on the school email system.  <div style="text-align: right;"><b>Action HT</b></div></li> <li>d) AS will check that the slides from the LDBS online training session she attended recently on School partnerships and Federations are uploaded onto Governor Hub  <div style="text-align: right;"><b>Action AS</b></div></li> <li>e) LD stated that the applications for the Queens Park Day opened on 1<sup>st</sup> April 2025 and she has put in the application for Christchurch school</li> <li>f) Action point outstanding 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.  <div style="text-align: right;"><b>Action Governors</b></div></li> </ul>	<p>AS DM HT AS Govs</p>	
<p><b>7.</b></p>	<p><b>Dates and Times of the next meetings</b></p> <p>The next GB meeting has been arranged for Thursday 22<sup>nd</sup> May 2025 at 6pm via Zoom.</p>		
<p><b>8.</b></p>	<p><b>AOB</b></p> <p>The GB Chair suggested to governors that a Governors Strategic planning day could be arranged before the end of the summer term. This training session could include having an external presenter being involved during the day and could cover topics that would be useful to governors in carrying out their roles and responsibilities.</p> <p>The GB Chair suggested that the agenda for the day could include looking at the strategic role of governance, governor’s priorities for the new academic year etc, and other suggested topics by governors.</p> <p>Governors had a brief discussion on their available dates in early July 2025, and the date of Tuesday 1<sup>st</sup> July seemed the most suitable for Governors at this time. The GB Chair will also check with the HT school diary to see if this is a suitable date for all and will email governors for a further update on this planned event.</p> <p style="text-align: right;"><b>Action AS</b></p> <p>PS was also thanked for her contribution to the meeting and left the meeting at 7.10pm</p>	<p>AS</p>	
	<p><b>The public meeting closed at 7.10pm</b></p>		
<p><b>9.</b></p>	<p><b>Confidential matters</b></p>		



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|  | a) Confidential minutes of the GB meeting held on 20 <sup>th</sup> March 2025<br>b) Any other confidential matters<br>c) Complaints – note those completed |  |  |
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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 1<sup>st</sup> May 2025 at 5.30pm in school

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

Alison Schulte Chair of the GB

Christ Church (Brondesbury) Church of England Primary School