



Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Governing Board meeting held on Thursday 22<sup>nd</sup> May 2025, at 6pm via Zoom

Name	Initials	Attendance 05/12/24	Attendance 06/02/2025	Attendance 20/03/25	Attendance 01/05/25	Attendance 22/05/25
<b>Governors</b>		In school	In school	In school	In school	Via Zoom
<b>Headteacher (1)</b>						
James Kelly (head teacher)	HT	Present	Present	Present	Present	Present
<b>Foundation ex officio (1)</b>						
Mother Christine Cargill	MC	Part of mtg	Resigned	Resigned	Resigned	Resigned
<b>Foundation PCC (2)</b>						
Alison Schulte (Chair)	AS	Present	Present	Present	Present	Present
Tonye Oji	TO	Apologies	Present	Apologies	Present	Present
<b>Foundation Deanery Synod (2)</b>						
Lesley Daisley	LD	Present	via Zoom	Via Zoom	Present	Present
Ian Woolgar	IW	Present	Present	Present	Present	Apologies
<b>Foundation LDBS (2)</b>						
Davina Marie	DM	Present	via Zoom	Present	via Zoom	Part of mtg
Theo Hobson	TH	Not in post	Not in post	Not in post	Not in post	Present
<b>LA (1)</b>						
Rohin Murari	RM	Apologies	Apologies	Apologies	via Zoom	Present
<b>Elected parents (2)</b>						
Tara Stroud	TS	via Zoom	via Zoom	Via Zoom	via Zoom	Present
Alexandra Sandor	AL	No	Present	Present	No	Apologies
<b>Elected staff (1)</b>						
Eman Yaseen	EY	via Zoom	via Zoom	Resigned	Resigned	Resigned
<b>Associate members (3)</b>						
<b>Observer/advisers</b>						
Jacqui Carrington	SBM	N/A	Present	N/A	Present	Present
Parita Shah	PS	Part of mtg	N/A	Present	Present	N/A
Wendy Baverstock	WB	Part of mtg	N/A	N/A	N/A	N/A
Jasmine Jude	JJ	N/A	N/A	N/A	N/A	Present
<b>Clerk</b>						
Lynda Rees	Clerk	Present	Present	Present	Present	Present

Part one - public

Item	Who	When
<p><b>1a. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The Chair (AS) welcomed everyone to the GB meeting being held via Zoom and gave apologies for Alexandra Sandor and Ian Woolgar with governors accepting these apologies.</p> <p>The GB Chair asked HT to open the meeting with a prayer.</p> <p>The GB Chair welcomed Theo Hobson to his first GB meeting as the newly appointed LDBS foundation Governor.</p> <p>The clerk agreed to send Theo the Declarations of Interest form which is used to inform the LA Governor services team of this appointment this will then enable</p>		



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	<p>Theo to receive the relevant information to enable him to be set up on Best Brent and apply for any governor training courses that are offered by the LA.  <b>Action clerk</b></p> <p>The SBM also agreed to arrange for the DBS process to be started to enable Theo's DBS check to be put in place for his Foundation Governor role on Christchurch Governing Board.  <b>Action SBM</b></p> <p>The GB Chair informed governors that this would be Rohin's last GB meeting as he is stepping down from his LA governor role for Christchurch Governing Board. The GB chair and Governors, thanked Rohin for his service to the Governing Board since he was appointed to the Board in September 2022. The GB Chair added that Rohin joined the team after the pandemic had started and began his position by joining the virtual meetings and became involved in the Finance and Resources committee and assisted the then Chair of Finance (LD) and SBM during this time.</p> <p>Governors thanked Rohin for his input and service to the GB and wished him all the very best for his upcoming wedding and his future career.</p> <p>The GB chair asked HT if the staff governor vacancy has been appointed – HT explained that he will wait until after the half term break and will advertise the vacancy then so that the appointed staff member can be in post for the GB meeting being held in July 2025.</p>	<p><b>Clerk</b></p> <p><b>SBM</b></p>	
<p><b>1b.</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>2a.</b></p>	<p><b>2025/26 final budget and 2026/27 and 2027/28 draft budgets</b></p> <p>The GB Chair explained to governors that the purpose of this Special GB meeting is to approve/ratify the final budget for 2025/26 and the draft budgets for 2026/27 and 2027/28 – which have been reviewed at the GB meeting held on 1<sup>st</sup> May 2025. Governors were asked to submit any comments/ adjustments etc by the deadline date of 15 May 2025 so that any final changes could be included and be presented in the budget spreadsheets.</p> <p>SBM informed governors that no further comments have been made by Governors since the budget spreadsheets were shared with Governors at the GB meeting held</p>		



on 1<sup>st</sup> May 2025 but she has made just one minor change on the budget spreadsheets, but this has not changed the income or expenditure figures. SBM explained that the budget figure for Music teachers was incorrectly placed under code 0042 instead of code 0043 and this cosmetic change has been made in the final budgets presented to Governors at this meeting.

SBM spoke to governors about the total figures being outlined in the overall income and expenditure summary on page 7 of the 3 year budget plans and that for 2025/26 the total income is £1,426,127 and the total expenditure of £1,581,616 which gives an in year shortfall of £155,488 but when the brought forward surplus is included, results in a closing balance of £57,121.

SBM added that the focus, as has been the position in previous years, is on being able to produce a balanced budget for the first year of the 3 year budget plans (i.e. for 2025/26) and this has been achieved by the school and then further work will be done during the year to look at how the projected deficits for the 2<sup>nd</sup> and 3<sup>rd</sup> year can be addressed.

SBM explained that for the 2<sup>nd</sup> and 3<sup>rd</sup> Year ( i.e. 2026/27 and 2027/28) , schools have no information at this stage on their school funding and the grant funding for income streams like Sports Grant, PPG etc and once more is known on the anticipated income figures, the 2<sup>nd</sup> and 3<sup>rd</sup> year budgets can then be revisited.

SBM added that the budgets presented to this meeting does include the staffing restructure changes that were shared with governors at the 1<sup>st</sup> May GB meeting.

The GB chair added that there are certain items of income that come in during the year and cannot be put into the budgets until they have been confirmed, so quite often the income position does improve as schools look at the 2<sup>nd</sup> and 3<sup>rd</sup> years for the 3 year budget plans at a later time.

The GB Chair added that many primary schools are finding it difficult to produce a balanced budget for 2025/26 and do not have the cushioning of a brought forward surplus in the way that Christchurch has.

Governor E asked if the proposed changes to the clerking contract have been included in the final budget figures for 2025/26 – The GB Chair confirmed that she has shared these figures previously with HT/SBM prior to the 1<sup>st</sup> May GB meeting and these were included in the budgets that were presented at that meeting.

Governors had no further questions on the 2025/26 final budget figures presented to this meeting and unanimously approved these figures. Governors also approved the draft budget figures for 2026/27 and 2027/28 and understand that these will be further reviewed during the coming year when more information is known on schools funding allocations, pay awards and the inflation increases.



<p>3.</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>a) <b>EYFS Policy</b></li><li>b) <b>PSHE/SRE/Drugs Policy</b></li><li>c) <b>Remote Learning Policy</b></li><li>d) <b>School Uniform Policy</b></li><li>e) <b>Statement of Behaviour principles</b></li></ul> <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>Governor A asked if the HT does enforce the hair accessories that can be worn at school – HT explained that he does ask pupils to take off any non-conforming hair accessories and not to wear them the next day.</p> <p>Governors had no further questions on the above policies and unanimously approved them.</p>		
<p>4.</p>	<p><b>AOB</b></p> <ul style="list-style-type: none"><li>a) <b>Clerking proposal for next year</b></li></ul> <p>The GB Chair informed governors that this is Lynda’s last GB meeting where she would be carrying out the clerking duties for the school.</p> <p>The GB Chair thanked Lynda for the work she has undertaken in the last 8 years as clerk to the Governing Board and for carrying out this role in a competent, conscientious and at a very high standard and that she would a hard act to follow.</p> <p>The GB Chair added that she has looked at various options for recruiting to this role and the best option she has identified is through a company called Judicium.</p> <p>The GB Chair added that the other school where she is a governor have recently appointed a GB clerk through this company and have been very pleased with the standard of service being provided by the clerk.</p> <p>The GB Chair added that she has spoken to a representative from Judicium to find out about their clerking service and has made it clear that Christchurch would request the clerk that is used by her other school if the contract is set up for Christchurch, subject to approval by the Governing Board.</p> <p>The GB Chair shared the Judicium clerking proposal document with Governors and outlined the key points to note;</p>		



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- The proposal contains 2 options – Option 1 for 8 meetings per year or Option 2 for 10 meetings per year
- Judicium do provide a lot of Governor support to schools which also includes the Governor Hub subscription as part of the clerking package – although the school currently has this service provided through the LDBS subscription
- The proposal for the 2 options also includes a 15% discount
- Option 2 includes having the 2 Pay committees included in the service – but this could be done inhouse and would not need an external clerk to minute these meetings
- There would be additional charges if any panels like exclusion panels, staffing panels, complaints panels were needed during the year – but these would incur an additional cost for any clerking service that was chosen.
- Judicium are linked and recommended by the National Governance Association and have links to a training package for Governors

**Questions/comments raised by governors;**

- Would there be an alternative clerk provided for our GB meetings if the nominated clerk was unable to attend for any reason - the GB Chair confirmed this would be part of the terms of the contract
- Could the 15% discount be reduced further as the school currently pays for the Governor Hub subscription through the LDBS
- Does the LDBS have any recommendations they could provide for the clerking service – the GB chair explained that they do not have a clerking service or list of clerks that could be recommended
- If the contract is for a 4 year term – with a break clause after 2 years – could this be reduced to 1 year?
- The GB Chair spoke about her experience in recruiting to this role at the other school where she is a governor and that there is a shortage of good clerks being available
- The proposal mentions that the clerk would only attend the meetings virtually – would there be scope for them to attend some meetings in person
- Can the contract for Christchurch specify the named person who we wish to be part of the clerking contract
- If the named person left the Judicium company – could a break clause be inserted if we were then unhappy with the replacement which would allow the GB to terminate the contract.
- In principle the contract looks fine as it is – with the proviso that the preferred clerk is appointed – as it is important that the GB has someone in



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	<p>place and the price is similar to the current service provision and the budget allocation</p> <p>Governors had no further questions and were happy for the GB Chair to take this proposal forward ( for Option 1) and to put the questions raised above to Judicium – i.e. the terms of the break clause and a further discount being offered as Governor Hub already in place.</p> <p>The GB Chair asked governors to confirm their preferred day for the Governors Strategic planning day that she is arranging before the end of the summer term.</p> <p>Governors agreed that the preferred date is Tuesday 1<sup>st</sup> July 2025 – the GB Chair will circulate an email to confirm whether the morning or afternoon would be the best option for those who could attend. <b>Action AS</b></p>		<b>AS</b>
	<p><b>The public meeting closed at 6.55pm</b></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 22<sup>nd</sup> May 2025 at 6pm via Zoom

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